Getting Started With E-Procurement

System Administrator's Course

Pre-Implementation Checklist

I. Hardware and Software Prerequisites:

Client Access, XML Toolkit, Designated PC with Windows 2000, Entity Client installation CD, Vendor Baseline CD, current SunPac release

For more information, visit http://www.ncgov.com/eprocurement/asp/section/public_schools/lea_ep_prep.asp

II. Pre-Implementation Technical Setup Steps:

Please reference the following course materials for more detailed information on the steps below: "Getting Started with E-Procurement System Administrator's Course", "LEA System Administrator Guide to the Entity Client", and the TTT "E-Procurement Security Administration Course".

| When:	*Begin: As soon as possible after system administration training *Complete: 1 week prior to implementation

Steps:

1. Verify your current release of SunPac contains the new E-Procurement screens
2. Contact the SunPac helpdesk to obtain license password to access the E-Procurement screens
3. Install Client Access and XML toolkit
4. Create the messages folder on the AS/400
5. Create the EPUSER on the AS/400
6. Install the Entity Client and load the vendor baseline
7. Once the vendor baseline has finished loading, notify the E-Procurement Help Desk (1-888-211-7440) so that they can verify your connection
8. Request the vendor incremental
9. Map HUB Codes to MBE Codes in the SunPac System File (option 32>6).

The E-Procurement project team will send your LEA's E-Procurement user IDs, address IDs, entity ID, and bill to ID so that you can complete the following steps:

10) Map E-Procurement user IDs in SunPac (System File> Option 5 or E-Procurement Menu> Option 29)

11) Map E-Procurement ship to address IDs in SunPac (System File> Option 29)

12) Use E-Procurement eForm to update E-Procurement addresses with SunPac IDs

13) Complete the required fields on the E-Procurement Settings screen (System File>Option 32>Option 6):

    A. Finance Officer Name
    B. Entity ID
    C. Vendor Bill-to ID

14) Run the vendor import in batch (see step 19) or on demand to load vendor baseline into SunPac. The first vendor import job may take approximately four hours depending on your AS/400. Please schedule this job to run accordingly.

15) Confirm that the vendor baseline import has executed successfully.

16) For LEAs using the SunPac Warehousing and Food Service programs, enter a default NIGP commodity code for each WH Group and update inventory items with new E-Procurement registered vendor numbers and a registered NIGP commodity code.

When:	*Begin: The day of implementation *Complete: The day of implementation

Steps:

17) Update the E-Procurement Control Flag on the E-Procurement settings screen in SunPac (System File >Option 32>Option 6)

18) Complete any necessary purchasing parameter changes in SunPac (e.g., edit flags, file copy settings, account controls, or parameter changes for commodity code, MBE code and recycle code)

19) Setup the 3 batch processes on the E-Procurement menu in SunPac (Main Menu>Option 11). When setting these up, remember to specify any maintenance/backup times when the batches should not run. Only complete these steps one time for each batch process or duplicate processes may run and duplicate orders may be created.

   A. Select the requisition import option and set the requisition import job to batch. This process should be set to run every five minutes.

   B. Select the post payments to NCEP option and set to batch. This process should run once weekly.

Select the import NCEP vendors option and set the vendor import job to batch. Update parameters to run once daily (e.g., 5am everyday).

1. Verify that you are on SunPac Release 5.99.01 or later

This can be done by doing using the F7 function key on any SunPac menu. A box will be displayed that shows the Current Revision and the date it was installed on.
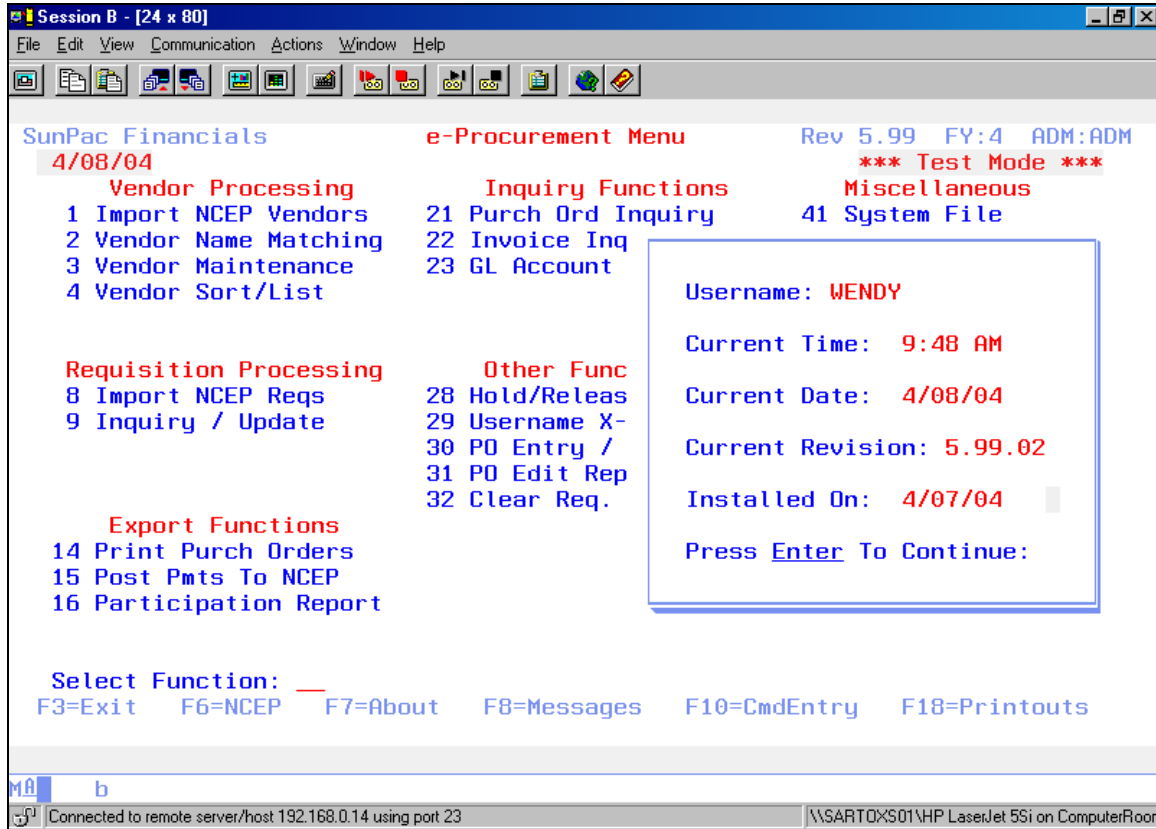
2. Contact the SunPac Help Desk to obtain licensing for the E-Procurement Subsystem.

Please call SunPac to get the licensing for EP. This is done by entering a command from the command line as given by the Help Desk.


3. Check AS/400 Revision, Install the XML Toolkit and Install Client Access

- The revision level of theAS/400 OS must be at V5R1M0 or later. To check this, go to the AS/400 command line, enter **DSPPTF**. After a brief pause, you should see the revision listed under 'Release of base option".

- The necessary XML utilities must be installed on your AS/400. To see if this has been done, go to the command line and enter **WRKOBJ OBJ(QXMLT*)** Press <u>enter</u>. If no objects are found, you will need to install the "*XML Toolkit for iSeries"* (licensed program 5733-XT1).

- The PC that will be used to communicate with the E-Procurement system will need to be running V5R1M0 or later of *Client Access Express* AND *Operations Navigator*. To check this, left click on your PC's *Start* Button. Go to *Programs*, then *IBM Client Access Express* and then *Client Access Properties* and left click.

- IBM's Client Access Express' "AS400 Operations Navigator" needs to be installed on a PC with the options that are required to create files and file shares on the AS400 where SunPac is installed. The PC needs to be able to connect to the AS400 over the network using Operations Navigator. A full install of Client Access Express will guarantee that the necessary components are available.

- Please note that a version of Express earlier than V5R1M0 may not function as expected and has not been tested. The latest service patches for the version of Client Access Express you are using should also be applied.
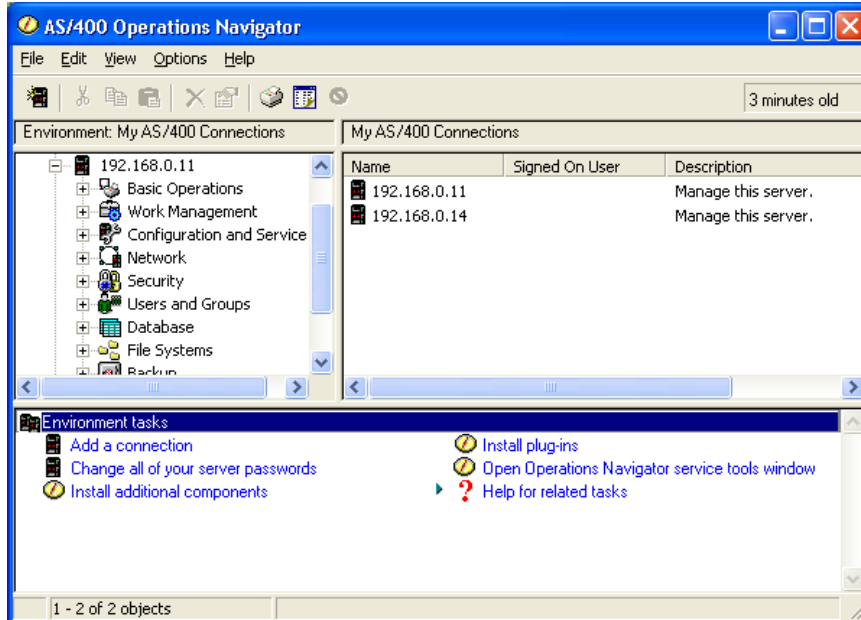
4. Create the 'messages' folder on the AS/400

AS400 Setup:

Start "AS400 Operations Navigator" via the Start Menu / Programs / IBM AS400 Client Access Folder on the PC. The following screen should appear:
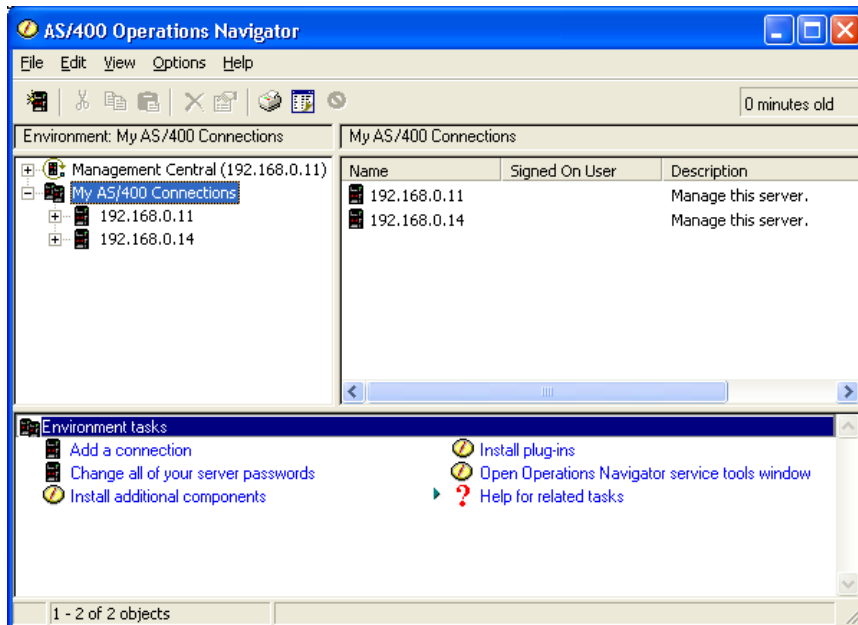
Expand the connection to the AS400 that has SunPac installed on it.

Check and see that the "AS/400 NetServer" is started on the AS400 by expanding the Network/Servers folders and double clicking on the TCP/IP icon. Normally the AS400 NetServer is started when you IPL your AS400. *If you are on a later version of Client Access such as V5R2, you will be looking for iSeries NetServer instead of AS/400 NetServer.*

If the server is not started, right click on the "AS/400 NetServer" (or "iSeries NetServer) icon and in the pop-up box double click on the "Start" option. The server should start.
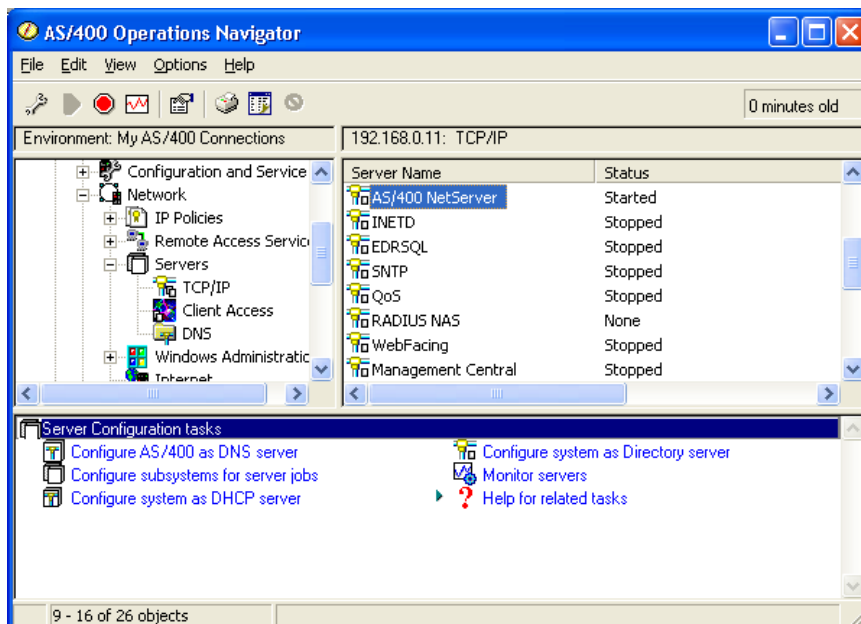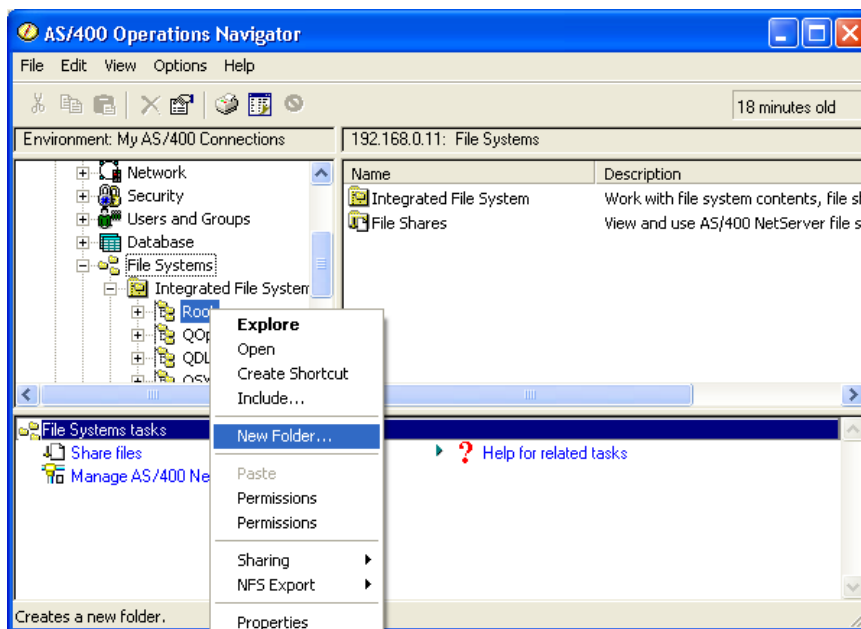
Expand "File Systems" so we can create the "message" folder and its network share.
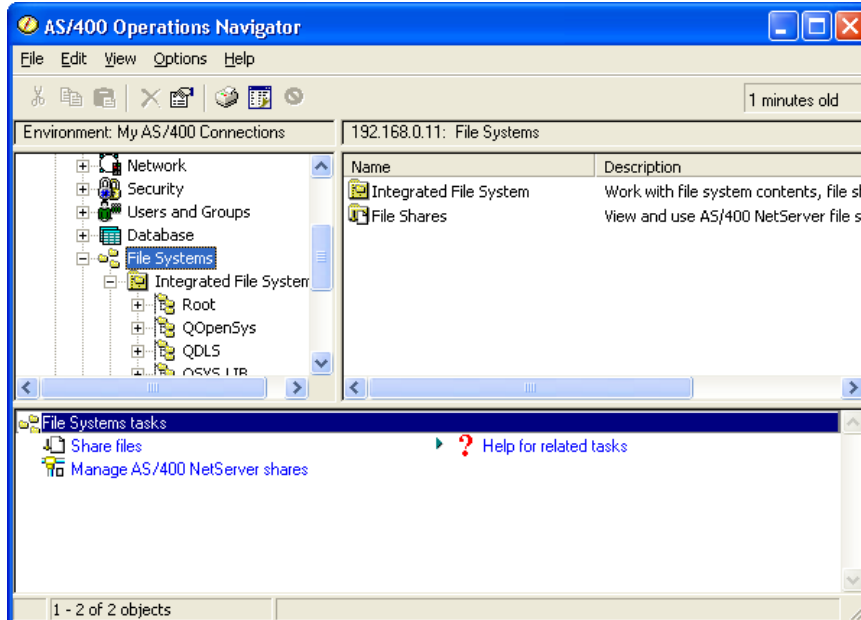
In the "Integrated File System" highlight the "Root" file system and then use your mouse to right click on it. In the box that appears select "New Folder".
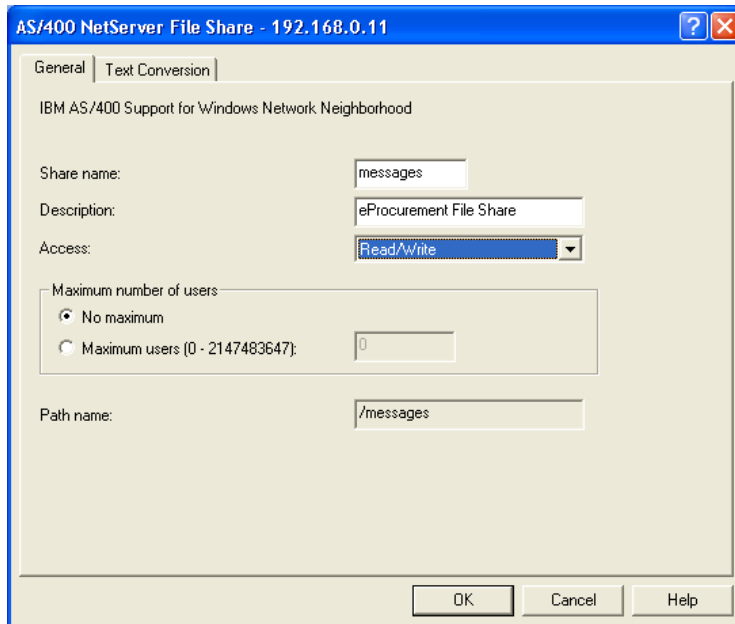
In the new folder box that appears enter "messages" and enter "OK". The "messages" folder should be created in the "Root" directory and be visible if you expand the "Root" directory.
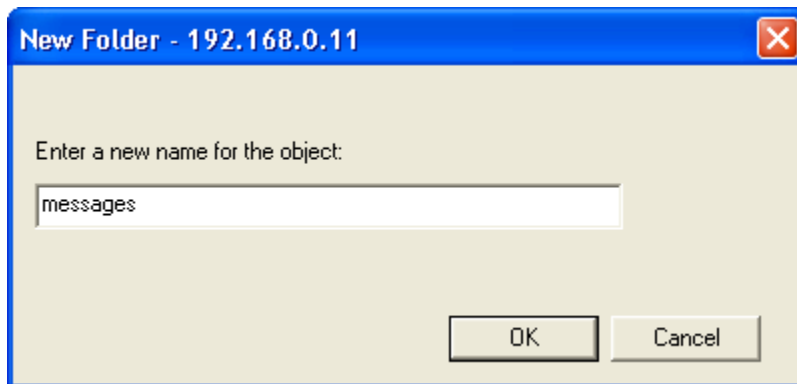
Select the "messages" folder in the root directory and right mouse click on it. Select "Sharing" from the pop up box and then "New Share"
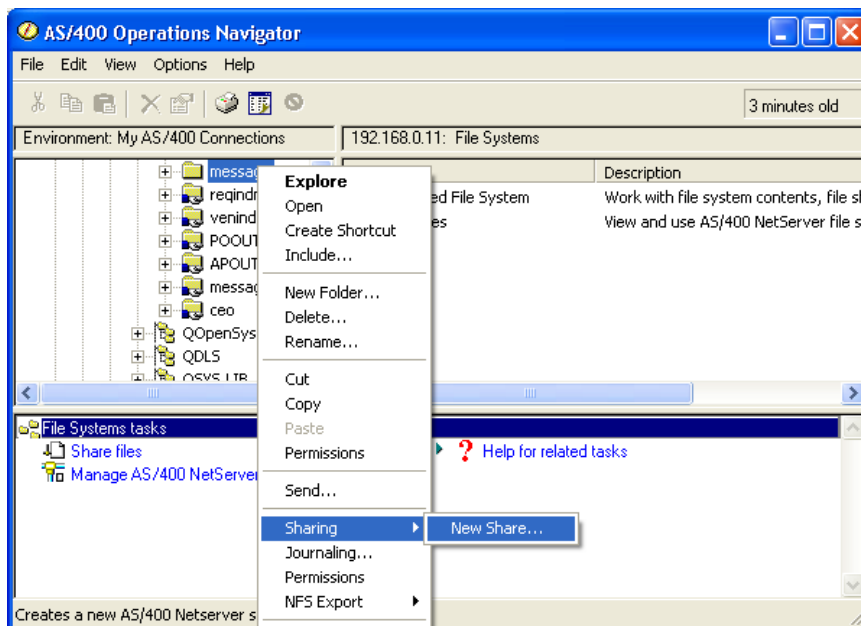
Create the file share for the "Messages" folder by entering the information like the screen below. Please leave the "Text Conversion" Tab fields set to their defaults.

5. Creating the EPUSER Profile on the AS/400

Use the following steps to create a new user on the AS400

- Sign on the AS/400 as QSECOFR or QSYSOPR
- Go to an AS400 Command Line.
- Type: CRTUSRPRF.
- Press the F4 function key. A screen similar to the next screen will appear.

```
Session B - [24 x 80]
File   Edit   View   Communication   Actions   Window   Help

                        Change User Profile (CHGUSRPRF)

 Type choices, press Enter.

 User profile . . . . . . . . . . . >  EPUSER        Name
 User password  . . . . . . . . . .    *SAME         Character value, *SAME, *NONE
 Set password to expired  . . . .     *NO           *SAME, *NO, *YES
 Status . . . . . . . . . . . . . .    *ENABLED      *SAME, *ENABLED, *DISABLED
 User class . . . . . . . . . . . .    *USER         *SAME, *USER, *SYSOPR...
 Assistance level . . . . . . . . .    *SYSVAL       *SAME, *SYSVAL, *BASIC...
 Current library  . . . . . . . . .    *CRTDFT       Name, *SAME, *CRTDFT
 Initial program to call  . . . .     EPXXX         Name, *SAME, *NONE
   Library  . . . . . . . . . . .       *LIBL        Name, *LIBL, *CURLIB
 Initial menu . . . . . . . . . . .    *SIGNOFF      Name, *SAME, *SIGNOFF
   Library  . . . . . . . . . . .       *LIBL        Name, *LIBL, *CURLIB
 Limit capabilities . . . . . . . .    *NO           *SAME, *NO, *PARTIAL, *YES
 Text 'description' . . . . . . . .    'NCEP USER PROFILE'

                                                                         Bottom
 F3=Exit   F4=Prompt   F5=Refresh   F10=Additional parameters   F12=Cancel
 F13=How to use this display      F24=More keys

 MA    b                                          A
 Connected to remote server/host 192.168.0.14 using port 23      \\SARTOXS01\HP LaserJet 5Si on ComputerRoom
```

- Enter the information on the screen.
- Press the F10 function key.
- Press the Page Down Key. A screen similar to the next screen will appear containing additional user profile parameters.

```
Session B - [24 x 80]                                              _ 8 x
File  Edit  View  Communication  Actions  Window  Help

                       Change User Profile (CHGUSRPRF)

Type choices, press Enter.


                          Additional Parameters

Special authority  . . . . . . .    *ALLOBJ        *SAME, *USRCLS, *NONE...
              + for more values     _____
Special environment  . . . . . .    *SYSVAL        *SAME, *SYSVAL, *NONE, *S36
Display sign-on information  . .    *SYSVAL        *SAME, *NO, *YES, *SYSVAL
Password expiration interval . .    *SYSVAL        1-366, *SAME, *SYSVAL, *NOMAX
Limit device sessions  . . . . .    *SYSVAL        *SAME, *NO, *YES, *SYSVAL
Keyboard buffering . . . . . . .    *SYSVAL        *SAME, *SYSVAL, *NO...
Maximum allowed storage  . . . .    *NOMAX         Kilobytes, *SAME, *NOMAX
Highest schedule priority  . . .    3              0-9, *SAME
Job description  . . . . . . . .    QDFTJOBD       Name, *SAME
  Library  . . . . . . . . . .       QGPL          Name, *LIBL, *CURLIB
Group profile  . . . . . . . . .    *NONE          Name, *SAME, *NONE
Owner  . . . . . . . . . . . . .    *USRPRF        *SAME, *USRPRF, *GRPPRF
                                                                     More...
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
F24=More keys


MA     b
    Connected to remote server/host 192.168.0.14 using port 23        \\SARTOXS01\HP LaserJet 5Si on ComputerRoom
```
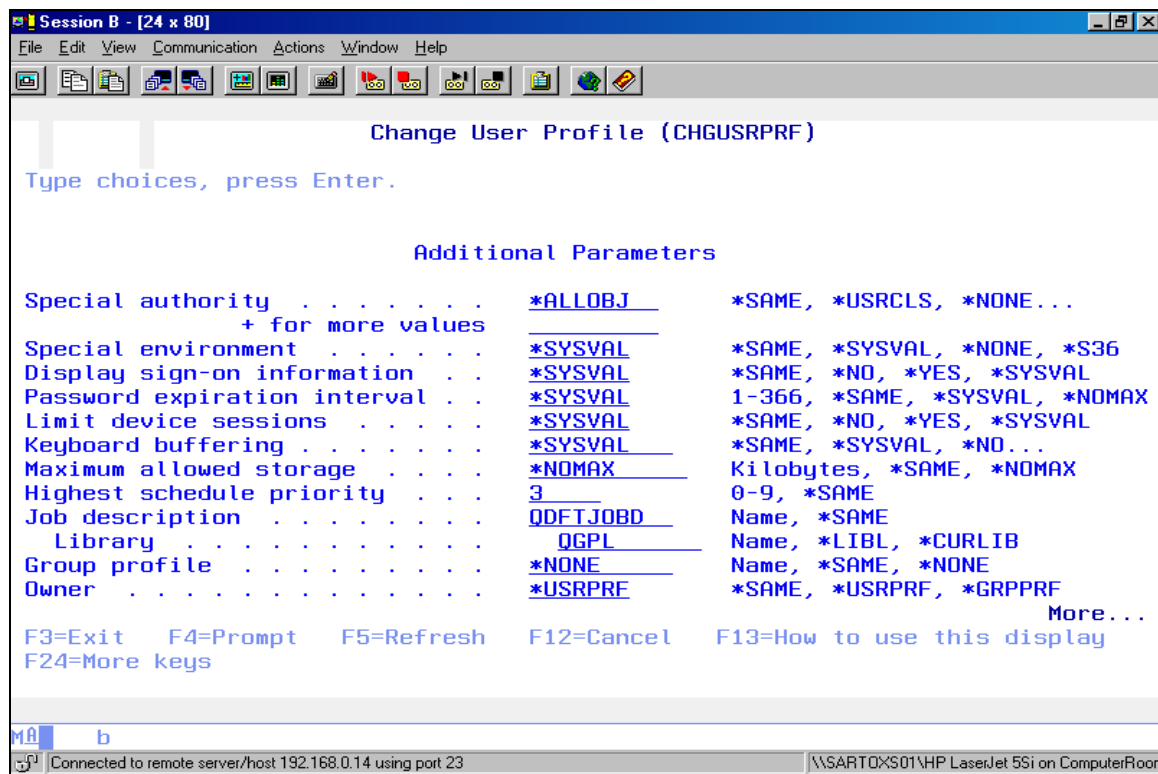
- Verify that the information on your screen matches the above screen. If not, make the necessary changes.
- Press the enter key to create the new user.

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6. Install the Entity Client and load the Vendor Baseline

Please refer to the LEA System Administrator Guide to the Entity Client.

7. Notify the EP Help Desk when the vendor baseline has finished loading so that they can verify your connection.

The EP Help Desk number is 888-211-7440.

8. Request vendor incremental

Please refer to the LEA System Administrator Guide to the Entity Client.

9. Map the HUB Codes to the MBE codes

Map the HUB code to MBE Codes. This should be done prior to running the Vendor Import in SunPac so that MBE codes will be place on each vendor being imported.

HUB Code → MBE Code:

These values represent a cross-reference between E-Procurement's HUB Codes and the LEA's MBE Codes. As vendor information is imported from E-Procurement, the cross-reference will be used to set the MBE code on Vendor s in SunPac.

HUB Code Definitions:
8100501 – Minority Owned
8100502 – Woman Owned
8100503 – Disabled Owned
8100621 – Disabled Business Enterprise
8100622 – Non-profit Work Center
Non-HUB- All other vendors

*Please note that it's important to set up this Cross Reference prior to doing the Baseline Vendor Import. Otherwise the MBE code won't automatically be changed and/or added on the vendors.

Pre-implementation Purchasing setup in SunPac

Prior to going live, there will be some setup that needs to be done. The following information will explain how to set up SunPac parameters in preparation for using E-Procurement for purchasing.

10. Username settings in SunPac:

It will be necessary to create a username cross-reference for every SunPac user that will be able to create requisitions through the E-Procurement System. Whether you decide to set up the users in the E-Procurement System first or update the cross-reference first is your choice. Most likely you'll have to revisit both applications to correct any duplicate usernames.

Option 1 – process one user at a time:

From any subsystem menu, select <u>System File</u>, select option #5 Security Authorizations. Enter a username and following screen will appear.

```
Session A - [24 x 80]                                               _ B X
File  Edit  Transfer  Appearance  Communication  Assist  Window  Help
[PrtScrn] [Copy] [Paste] [Send] [Recv] [Display] [Color] [Map] [Record] [Stop] [Play] [Quit] [Clipbrd] [Support] [Index]
                                       Stop keystroke recording and save

 SunPac Financials    System File Inquiry / Update    Rev 5.98  FY:4  ADM:820

  Admin Unit: 820    Username:  PCOTTLE          Type: K         UPDATE

   Name: PEGGY COTTLE              Assigned Admin Unit: 820
   Initial Menu: FIMENU            Phone/Extension: _____
   Primary Printer Name: CAMAINPCP1    Ship-To Code: 160    Whse Mgr? N
   Auto Approve All POs? N         Place all POs on Hold? N
   Allow Over Budget POs? N        Place all Invoices on Hold? N
   Allow Changes To Printed POs? N    Allow Over Budget Requisitions? N
   Req Re-Approval After Changes? Y    Auto Approve O/B Invoices? N
   Max Purch Order Amt: ____10000.00   Max AP Invoice Amt: _____.00
   NCEP Login: _____ Mgr? N    Approval Pgm Privileges: A (A/R/B)
   Default-> Invoice At Dtl Level? N    Check Access On System File? N
   Allow Command (F10) Access? Y   Misc Ded Access Group:  ???
   Empl Master File Access (U/D/N):    Budgeting Access Group: ??????????
     N Basic Info    N Absences       Assigned Sch -> SPEED:  160
     N Longevity     N YTD Totals      Assigned Sch -> F/S: ???   F/A: ???
     N Deductions    N Direct Deposit  WH Pick Ticket Printer: _____
     N Assignments   N Addl Comments   WH Ship Ticket Printer: _____
                                       WH Default Stock Loc:  ___

 F1=Next   F2=Previous   F3=Ignore   F5=AcctAccess   F6=CurPgm   F23=Delete


MA    a           MW
Connected to remote server/host 192.168.0.11 using port 23
```

NCEP Login:

This is the username that this person will use when entering requisitions through E-Procurement. Upper and lower case letters will be treated the same.

Mgr?

If you want this person to have the ability to correct another user's requisitions once they are imported into SunPac then set this value to "Y". You should have more than one user set up with this privilege.

Option 2 - Process all users at once:

From the E-Procurement Menu, select option #29 Username X-Reference. The following screen will appear:
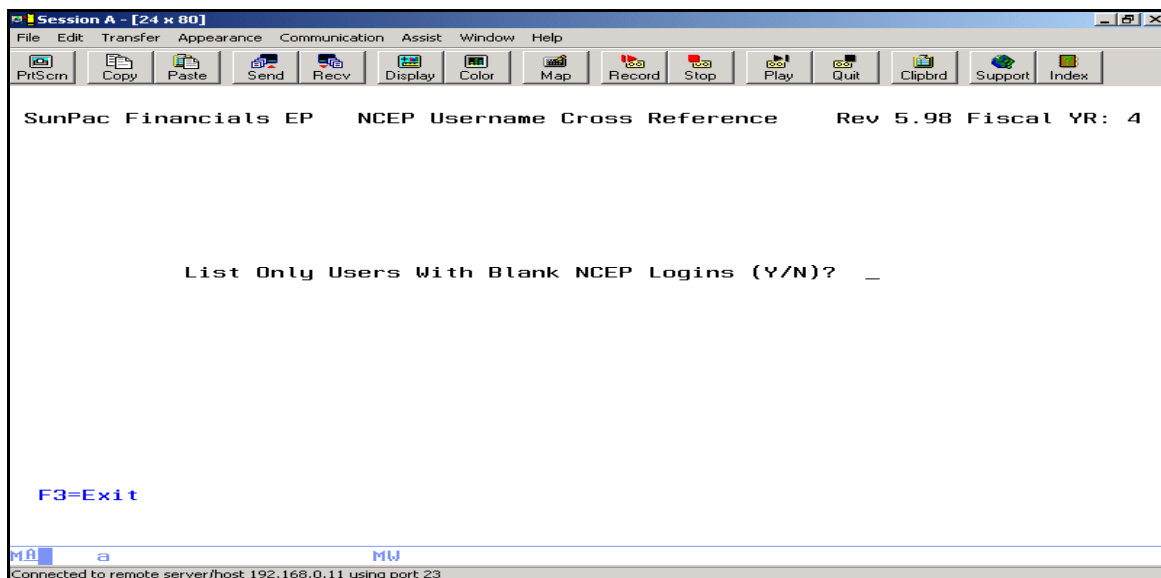
Enter <u>N</u> to see all SunPac users. The following screen will appear:

```
SunPac                                                                    _ 8 X
File  Edit  View  Communication  Actions  Window  Help
┌──────┬──────┬──────┬──────┬──────┬──────┬──────┬──────┬──────┬──────┬──────┬──────┬──────┐
│ PrtScrn│ Copy │ Paste│ Send │ Recv │Display│ Color│  Map │Record│ Stop │ Play │ Quit │Clipbrd│Support│ Index│
└──────┴──────┴──────┴──────┴──────┴──────┴──────┴──────┴──────┴──────┴──────┴──────┴──────┘

                    AS/400 - NCEP Username Cross Reference

           AS/400 Login        Employee Name           NCEP Login
            ABRUFF        ALICE BRUFF            _____
            ACHEVES       ANGELA CHEVES         _____
            AMORRIS       ANN MORRIS            ANN.MORRIS
            ANTANIA       ANTANIA SHAW          _____
            AWALTERS      AMANDA WALTERS        _____
            BLEONARD      BRENDA LEONARD        _____
            BRENDA        BREAND BURRIS         _____
            BWILSON       BREAND WILSON         _____
            CHARTLEY      CINDY HARTLEY         _____
            CMARTIN       CATHI MARTIN          _____
            CRISTINA      CRISTINA              _____
            DHILL         DIANE HILL            _____
            DMILLER       DORIS MILLER          _____
            DMYERS        DONNA MYERS           _____
            DOUG          DOUG                  DRITTENHOUSE
            DSINK         DONNA SINK            _____
            DUTCH         DUTCH                 _____
            DWALLACE      DEON WALLACE          _____
               F1=Next   F2=Prev   F3=Exit    F5=Set All
             F7=Jump   F8=Print   F12=Clear All    F20=Update


MA    b
Connected to remote server/host 192.168.0.11 using port 23        \\SARTOXS01\HP LaserJet 5Si on ComputerRoom
```

Enter the NCEP Login Name next to each AS/400 login for all purchasing users that will be using EP. This is typically the first part of your e-mail address and is everything before the @ symbol. (Ex. E-mail wreynolds@sartox.com , login would be wreynolds)

Remember to press F20 to update. Press F8 to get a printout of the Username Cross Reference.

11. SunPac Ship-To Parameters (Option #29 in System File)

- Each requisition that is imported into SunPac contains a *SunPac Ship-To Code*, an *EP Ship-To Code,* and the complete ship-to address. As requisitions are processed, the *EP Ship-To Code* is updated on the corresponding *SunPac Ship-To* parameter record. In situations where a new *SunPac Ship-To Code* is encountered, a new *SunPac Ship-To* parameter record is added.

- A *SunPac Ship-To* is considered '*registered'* once an *EP Ship-To Code* has been assigned. POs issued to *registered* vendors must always be assigned to a *registered* Ship-To code.

Rather than waiting to receive a requisition from each location, it may be useful for you to enter the *EP Ship-To Code* manually in SunPac. We recommend that you first print out a list of the SunPac Ship-To Codes. Then using this report as a guide set up the Ship-To parameters as required in the E-Procurement system. The *EP Ship-To Code* will not be visible within the E-Procurement system so you will need to have the EP Support staff fax you a copy of the "Ship-To Cross-Reference" for your LEA. Using this cross-reference you can go back into SunPac and update each of the *EP Ship-To Codes*.

12. Use E-Procurement eForm to Update E-Procurement addresses with SunPac IDs.

Refer to E-Procurement training documents for more information.

13. Complete the required fields on the E-Procurement Settings (Option #32/6 in the System File)

```
Session B - [24 x 80]                                                      _ | 5 | X
File  Edit  View  Communication  Actions  Window  Help

SunPac Financials              E-Procurement Settings     Rev 5.99  FY:4  ADM:ADM
                                                             Page 1 of 2
                                                                       UPDATE
  E-Procurement Control Flag: 3 (1-3)   Finance Officer: LARRY WALLACE

  Location of Requisition Inbox:  *STD
  Location of Vendor Inbox:       *STD
  Location of Purch Order Outbox: *STD
  Location of Pmt History Outbox: *STD

  HUB Code --> MBE Code           Bill-To ID: 4173
   8100501       501              Entity ID: SCHADM
   8100502       502              Last EP Vendor# Used:      170
   8100503       503              Last Pmt Batch# Used:  0
   8100621       621
   8100622       622              Default Username: WREYNOLDS
   Non-HUB       600              Enforce Dollar Limits? Y (Y/N)
                                  Archive XML Messages For: _30 days

                                  Invoice @Detail Level Default: N (Y/N/U)
                                  Call Inquiry Pgm At Startup? N (Y/N)

 F3=Exit   F5=Page 2


MA    b
    Connected to remote server/host 192.168.0.14 using port 23      \\SARTOXS01\HP LaserJet 5Si on ComputerRoom
```

Finance Officer:

Enter the name of your current Finance Officer. This value will print on every PO generated by E-Procurement.

Location of Requisition Inbox

Location of Vendor Inbox

Location of Purchase Order Outbox

Location of Pmt History Outbox

Set each of the values to *STD

*STD indicates that the standard Messages box set up for the XML messages will be used.

Bill-To ID & Entity ID:

Enter value provided by E-Procurement.

Last EP Vendor# Used:

Internal Control – Do not change this value at anytime without first contacting the SunPac Support Desk. This is a one up number assigned to registered vendors in the Staging file.

Last Pmt Batch# Used:

Internal Control – Do not change this value at anytime without first contacting the SunPac Support Desk.

Default Username:

This value represents the SunPac username that will be assigned to imported EP requisitions when the EP Username is not defined in the *SunPac / NCEP Username X-ref*. NOTE: The value should be a valid SunPac username AND this username should have 'EP Mgr' privileges. See documentation on SunPac Security Authorizations for additional information.

Enforce Dollar Limits?

To ignore dollar limits set on user profiles and/or Purchasing Parameters, enter a 'N' in this field. If exceptions should occur when the amount of a requisition is over limits that are set, leave the default of 'Y'.

Invoice At Detail Level Default:

This value determines how the *Invoice At Detail Level?* flag will be set when EP Requisitions are imported into SunPac.
Y = Always require that EP purchase orders get invoiced at detail level.
N = Never invoice EP purchase orders at detail level.
U= Use value from user's profile settings.

Archive XML messages for ___ days.
Set this value to 30.

Call Inquiry Program At Startup?
This value control whether or not the EP Requisition Inquiry option is executed each time a user executes SunPac. This program searches for EP requisitions created by this username that cannot be transformed into SunPac POs because of errors. When requisitions are found, a recap is displayed and the user has the option of correcting any problems at that point or exiting and returning to this option via the PO or EP menus.

Set this value to "Y".

Screen 2 of E-Procurement Settings (F5)

New User Defined (U/D) fields are detail level options. To allow editing on these 4 User Defined fields, the following will need to be set up:

#32/6 F5 Screen – Set up the cross reference

UD – 1, UD – 2, UD – 3, UD - 4→

The E-Procurement system's requisition entry program contains 4 fifteen-character user-defined fields that will import into SunPac's 4 user defined fields.

Literal

Enter the name to represent the user defined field. This is the name that will be used to identify the user defined field in the SunPac® system. This name will appear on the F10 User Defined screen that may be accessed from the 'Purchase Order Entry Details' screen. *Example: Reference #.*

Import X-ref

The SunPac® system will allow the user to cross reference the user defined fields with fields that are not located on the SunPac® purchase order 'Detail' screen. Use this option to cross reference the user defined fields with other fields that are located on the purchase order entry screen. The following are the fields that may be cross referenced.

R2   =   Reference number

MC   =   MBE Code
DN   =   Department number

Rules for using the Cross Reference for U/D fields

1. The cross reference is used during validation when the PO is created and is used for EP type POs only.
2. These fields are available for all POs to be used internally, but no cross reference or validation will be done on POs originating in SunPac.
3. Information in the U/D fields CAN be changed after the PO is created if desired, but the cross reference will not be considered.
4. Cross reference between SunPac and EP occurs when PO is created from EP requisition.
5. LEA may enter internal tracking number in Ref #2 field on the EP requisition and it will be passed in to SunPac when creating the req and/or PO.
6. A separate PO will be created for each different value entered in Ref #2
7. May have different MBE codes on each line of the PO because it's a line level value.
8. Cross reference matches value entered on EP req to SunPac MBE codes.
9. There is NO validation on Reference #2 field or the Dept # field.

Approval Names

▪ A value entered in any of the three approval name fields will automatically be added as an approver when the PO is created from an EP requisition. This value does not have to be a valid username in SunPac.
▪ This way, an individual who has approved the order in EP wouldn't need to approve the PO in SunPac to be listed as an approver on the SunPac PO.
Will satisfy 1-3 approvals required, according to the approval criteria set up in #22 PO Process & Run Controls.

14. Run Import NCEP Vendors from SunPac menu

Run option #1 Import NCEP Vendors with the defaults set. This can be run in batch or on demand.   See step 19.

15. Be sure to confirm that the vendor baseline import has run successfully.

This can be checked in several ways:

1. Look for the SunPac NCEP Vendor Import Report that will be generated when the import has finished running.
2. Do a vendor lookup in Vendor Maintenance by using the F6 function key. Choose a vendor, such as Bender-Burkot or Staples, and then enter an 'S'

to 'Visit Vendor Staging File' at the bottom of the vendor lookup box. If no vendors appear in the Staging File the Import hasn't been run successfully.
3. Check QSYSOPR messages to make sure that the batch didn't bomb.

16. Enter new vendors numbers and commodity codes on Warehousing and Food Service items (if applicable)

SunPac Warehousing

For units using the SunPac warehousing program, there is some vendor and commodity code cleanup that should be done to make the E-Procurement transition as smooth as possible.

Group Parameters (System File, #33/#2)

Enter a default commodity code for each WH Group. This way as new items are added, a commodity code will automatically default in for the user. This commodity code should be an approved NIGP code.

Item Master File

As your warehousing vendors register with E-Procurement, inventory items referencing their old *unregistered* vendor# will need to be changed to reflect their new *registered* vendor#. If you do not make this change, POs issued to the *unregistered* vendor# through option #42 Reorder Report/Process will be placed on 'hold' and will then need to be released before they can be printed. Items associated with vendors that have not registered with E-Procurement will not be affected.

All items being ordered from a *registered* vendor must contain a valid *registered* commodity code. As you make changes to items in the warehouse master maintenance option, you will be required to assign a valid *registered* commodity code for each item, where the primary vendor is *registered.* You can also do mass updates of commodity codes using option #36 *Chg Commodity Codes.*

SunPac Food Service

All purchases with Food Service are exempt from participating in E-Procurement. Because of this, all POs created through the SunPac Food Service module will be treated as a 'Type A' POs even when a *registered* vendor is used. You may use the E-Procurement system to create purchase orders but your inventory counts will **not** be updated automatically when the order is received and/or invoiced. We encourage you to use SunPac for all 'inventory' type purchases and E-Procurement for all 'non-inventory' type purchases.

Item Master File

Even though SunPac FS will not distinguish between *registered* and *unregistered* vendors when determining the PO Type, it will need to handle vendors that have been placed 'On hold' because of the E-Procurement vendor registration. If a Food Service vendor does register with E-Procurement, any inventory items referencing the old *unregistered* vendor # (which would have been place on 'EP Hold') will need to be changed to reflect the new *registered* vendor #. If you don't make this change, POs created using options #8 Evaluate Food Orders and #42 Reorder Report/Process will be placed on 'hold' and will then need to be released before they can be printed. Items associated with vendors that have not registered with E-Procurement will not be affected. A quick way to change all items associated with one vendor# to another vendor# is to use FS menu option #17 EOM Menu, then #31 Change Location Default Values

17. Switch the E-Procurement Flag in SunPac parameters (Option #32/6 in the System File)

From any subsystem menu, select System File, then select option #32 Purchasing Parameters, then option #6 E-Procurement Settings. The following screen will appear:

Change the E-Procurement Control Flag to a "3". This will give users the ability to key purchase orders to registered vendors. This flag should be left as "1" until your unit is ready to 'Go Live' on E-Procurement.

E-Procurement Control Flag:	PO Type
1 = Not Using E-Procurement Interface	
2 = Able to create POs to unregistered vendors using SunPac	(A)
Able to create POs to registered vendors using E-Procurement	(C)
3 = Able to create POs to unregistered vendors using SunPac	(A)
Able to create POs to registered vendors using SunPac	(B)
Able to create POs to registered vendors using E-Procurement	(C)

Set this value to "3"

---

18. Purchasing Parameter Changes in SunPac:

From any subsystem menu, select <u>System File</u>, and then select option #22 PO Process and Run Controls.
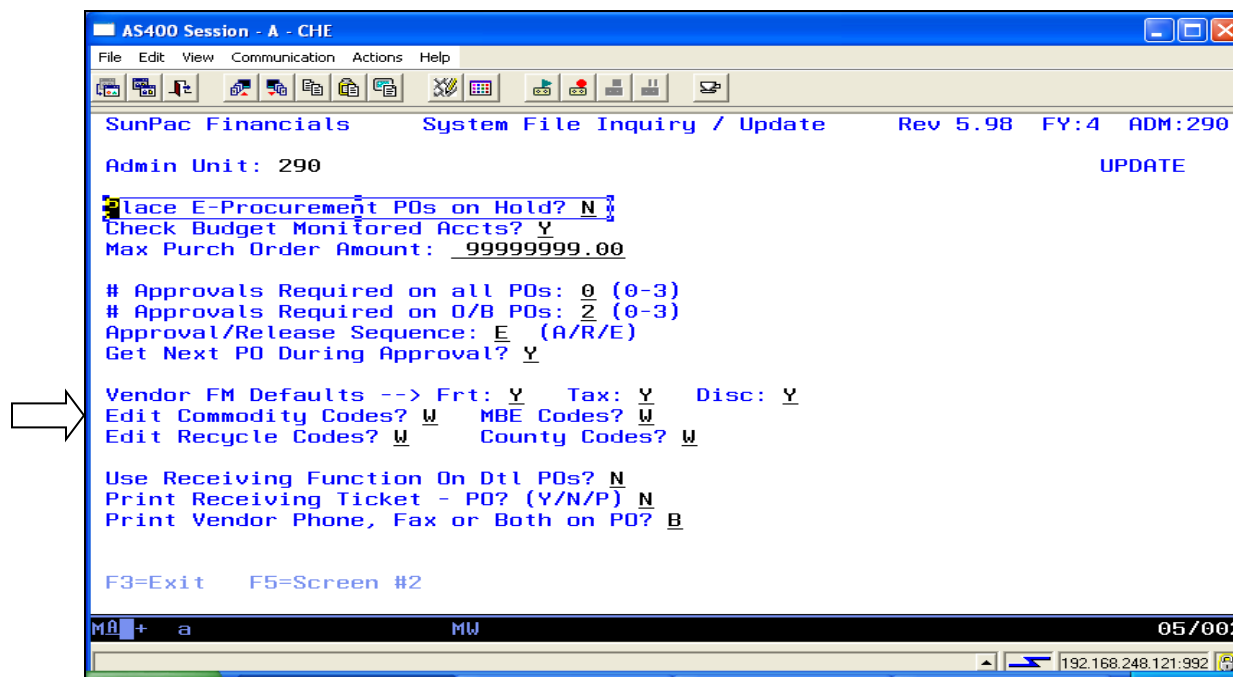
 Set edit flags for Commodity Codes, MBE Codes and Recycle Codes to 'Y' or 'W' to give errors on reqs and POs if value entered is not a valid SunPac value.

 Set the *Place E-Procurement POs on Hold?* value to "Y" if you would like to place all   PO's that originated in EP on hold.

If your unit decides to change the number of approvals, there's a utility that can be run for existing POs to get them in sync with the new criteria and requirements that have been set. It's option #36 Reset PO Approvals from the System Manager menu. This utility will reset the approval status on all **unprinted purchase orders.

Press the F5 key to get to screen #2. The following information will appear.

```
Session A - [24 x 80]                                                    _ |@| X|
File  Edit  Transfer  Appearance  Communication  Assist  Window  Help
[PrtScrn] [Copy] [Paste] [Send] [Recv] [Display] [Color] [Map] [Record] [Stop] [Play] [Quit] [Clipbrd] [Support] [Index]


  SunPac Financials     System File Inquiry / Update     Rev 5.98  FY:4  ADM:820

  Admin Unit: 820                                                    UPDATE

   Regular Purchase Orders
   Purch Ord Pntr: RDARSPO     Form: POFORM     CPI: 10  Align: 1  Copies:  1
   File Copy Pntr: QPRINT      Form: *STD       CPI: 10  Align: 0  Copies:  2
   Last PO# Used: _____1    Min PO# _____1   Max PO# __599999

   Food Service Purchase Orders
   Purch Ord Pntr: RDARSPO     Form: *STD       CPI: 10  Align: 1  Copies:  1
   File Copy Pntr: QPRINT      Form: *STD       CPI: 10  Align: 0  Copies:  2
   Last PO# Used: __599999     Min PO# __600000   Max PO# 99999999
   Use Special FS Format? N

   Supply Warehouse Purchase Orders
   Purch Ord Pntr: RDARSPO     Form: *STD       CPI: 10  Align: 1  Copies:  1
   File Copy Pntr: QPRINT      Form: *STD       CPI: 10  Align: 0  Copies:  2
   Last PO# Used: _____1    Min PO# _____1   Max PO# 99999999
   Use Special WH Format? N


  F3=Exit   F5=Screen #1



MA    a              MW
Connected to remote server/host 192.168.0.11 using port 23
```

Change the "File Copy" related settings to meet your needs. If you do not want to produce file copies of type "B" or "C" POs, set the 'Copies' value to 0.

NOTE: You now have the ability to also define the number of copies and the number of alignment pages you would like to produce for the POs issued to *unregistered* vendors.

Press F5 to get to screen #3 and you will see the following:

- This screen will allow the user to enter account codes and/or account code combinations that <u>MAY NOT</u> be used on purchase orders and requisitions.
- This flag will only affect programs that create encumbrance entries, such as purchase order entry and requisition entry programs.
- This system file parameter will allow question mark logic to be used.
- If the user tries to enter an account code or account combination that is entered on this screen, the user will receive the following message: *'SORRY: This Account Code May Not Be Used For Purchases.   Press Enter:'*

SunPac Commodity Code Parameters

- Be careful when editing or deleting Registered Commodity codes. When SunPac interfaces with E-Procurement, this information needs to match.
- Commodity code information is updated by NIGP at unknown intervals. Units will be responsible for downloading these updates as in the past.
- In the 5.98.03 release, SunPac has imported the latest commodity code information available at this time.
- All commodity codes are set to 'Y' to be included on the EP Participation Report. If you would like to exclude a particular commodity code from appearing on the Participation Report, set the flag to 'N'.

SunPac MBE Code Parameters

- MBE is not required to be a registered value with EP.

SunPac Recycle Code Parameters

- E-Procurement will be passing a recycle code if entered in EP requisition.
- This does NOT have to be a registered value.
- If the Edit Recycle codes flag is set to Y or W on the first screen of PO Process & Run Controls (option #22 in the System File) and Recycle Code on the req is not a valid value in SunPac, the user will get an edit on the req.
- To correct a requisition, the purchasing agent can set flag to N on the req or enter a valid recycle code set up in SunPac.

19. Set up the 3 batch processes on the EP menu in SunPac

SunPac Options that need to be submitted to the batch queue

There are three E-Procurement related options on the EP menu that should be submitted to the AS/400 batch queue as reoccurring processes while signed on as QSYSOPR. This will be helpful in determining that a EP batch process is running during a check closeout and transfer process. By setting up these options to run in a particular way, they will continue to run repeatedly at a specific frequency.

EP Menu Option	Suggested Start Time	Suggested Frequency
#1 Import NCEP Vendors	5:00 AM	Every Weekday Night
#8 Import NCEP Requisitions.	7:00 AM	Every 10 minutes
#15 Post Payments To NCEP	5:00 AM	Every Sunday Night

The suggested settings will default for you when you press F11 to bring up the batch parameters and then press F11 again to access the advanced parameters.

Please note:

- Runtime backups (backups that run automatically when Payroll and Accounts Payable run the Closeout/Transfer programs) will not interfere with the batch jobs.
 - Full system backups will conflict with batch jobs, so you will need to pause the jobs submitted to batch prior to running the nightly backup. More information on submitting batches can be found on the pages 33-37.

Submitting a job to the batch queue

Select the desired option and press the F11 key.

Press the F11 key. The following screen will appear:

Example of submitting #8 NCEP Requisition Import to the batch queue every 10 minutes:

```
CSL                                                                      _ |&| x|
File  Edit  View  Communication  Actions  Window  Help
[PrtScrn] [Copy] [Paste] [Send] [Recv] [Display] [Color] [Map] [Record] [Stop] [Play] [Quit] [Clipbrd] [Support] [Index]

                          Import NCEP Requisitions

 1 Import NCEP XML Requisition Files To Work File (Y/N)?.. Y
 2 Proce  +--------------------------------------------------------+
          |                   BATCH PARAMETERS                     |
          |                                                        |
          |   Enter Start Date: 121203    Enter Start Time:  6:01 PM |
          |                                                        |
          |   Resubmit To Batch Every  0 Hours :  10 Minutes       |
          |                                                        |
          |   Pause Batch Execution From  7:00 PM  To   7:00 AM    |
          |                                                        |
          |   Process Days:  Sun  Mon  Tues  Wed  Thur  Fri  Sat   |
          |                   Y    Y    Y     Y    Y     Y    Y     |
          |                                                        |
          |   Enter Batch Job Queue: QBATCH                        |
          |                                                        |
          |   F11=Basic    F12=Cancel                              |
          +--------------------------------------------------------+


     F3=Exit    F9=Recall Options    F10=Save Option    F11=Submit to Batch

MA   a                    MW
Connected to remote server/host 192.168.0.11 using port 23    \\SARTOXS01\HP LaserJet 5Si on ComputerRoom
```

In this example, batch execution will be paused from 7:00 PM to 7:00 AM since the likelihood of new requisitions being received is minimal, so processing is unnecessary.

The best reason for pausing a job overnight is to prevent it from getting canceled mid-run when the nightly backup starts. If this happens, the job will not restart itself. Each unit may need to customize the hours when this batch should be paused according to when the Daily Backup is run every evening.

One final thing to keep in mind concerning batch jobs. If a batch job encounters a problem during processing, (such as a record lock) a message will be sent to the System Operator queue. Until someone responds to this message all batch processing is halted. We recommend that your check the System Operator's message queue from time to time during the day and especially each night before leaving.

Example of submitting #1 NCEP Vendor Import to the batch queue.


```
CSL
File  Edit  View  Communication  Actions  Window  Help

 PrtScrn  Copy  Paste  Send  Recv  Display  Color  Map  Record  Stop  Play  Quit  Clipbrd  Support  Index

                        Import NCEP Vendors

1 Import NCEP XML Vendor Files To Work File (Y/N)?....... Y
2 Proce
3 Enter                   BATCH PARAMETERS

        Enter Start Date: 121503    Enter Start Time:  5:00 AM

        Resubmit To Batch Every 24 Hours :   0 Minutes

        Pause Batch Execution From _____ PM  To  _____ AM

        Process Days:  Sun  Mon  Tues  Wed  Thur  Fri  Sat
                        N    Y    Y    Y    Y    Y    N

        Enter Batch Job Queue: QBATCH

        F11=Basic   F12=Cancel



    F3=Exit    F9=Recall Options    F10=Save Option    F11=Submit to Batch

MA    a              MW
  Connected to remote server/host 192.168.0.11 using port 23        \\SARTOXS01\HP LaserJet 5Si on ComputerRoom
```

Please note:

Users may work in SunPac when the vendor baseline (first import of over 28,000 vendors) is running. But running this import will slow down processing time for all users.

An example of submitting #15 Post Pmts to NCEP:

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ ☐▮ CSL                                                              _▯⧉ ×│
│ File  Edit  View  Communication  Actions  Window  Help                         │
│ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐ │
│ │📷│ │📋│ │📋│ │📤│ │📥│ │🖥│ │🎨│ │🗺│ │📹│ │⏹│ │▶│ │⧉│ │📋│ │🎁│ │✐│ │
│ PrtScrn Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipbrd Support Index│
│                                                                               │
│                        Export Payments to NCEP                                │
│                                                                               │
│  1 Enter Invoice Batch to Process (blank for all)........ ___                 │
│      ┌─────────────────────────────────────────────────────────────┐         │
│      │                     BATCH PARAMETERS                         │         │
│      │                                                             │         │
│      │   Enter Start Date: 121403    Enter Start Time: _5:00 AM    │         │
│      │                                                             │         │
│      │   Resubmit To Batch Every 24 Hours :  _0 Minutes            │         │
│      │                                                             │         │
│      │   Pause Batch Execution From _____ PM  To  _____ AM         │         │
│      │                                                             │         │
│      │   Process Days:  Sun  Mon  Tues  Wed  Thur  Fri  Sat        │         │
│      │                   Y    N    N     N    N     N    N         │         │
│      │                                                             │         │
│      │   Enter Batch Job Queue: QBATCH____                         │         │
│      │                                                             │         │
│      │   F11=Basic    F12=Cancel                                   │         │
│      │                                                             │         │
│      └─────────────────────────────────────────────────────────────┘         │
│                                                                               │
│                                                                               │
│      F3=Exit    F9=Recall Options    F10=Save Option    F11=Submit to Batch   │
│                                                                               │
│ MA▮    a                  MW                                                   │
│ ⤶ Connected to remote server/host 192.168.0.11 using port 23    \\SARTOXS01\HP LaserJet 5Si on ComputerRoom│
└─────────────────────────────────────────────────────────────────────────────┘
```

Please note:

For additional information concerning submitting batch jobs and how to maintain them, please see the Troubleshooting section at the end of this manual.

SunPac Related Settings in E-Procurement

There are also several parameters that will need to be updated in E-Procurement. It may be useful to produce a couple of SunPac reports to get you through this process.

To help you set up Ship-To Codes in E-Procurement:
> From the SunPac Purchasing Menu select option #29 and then option #29 again. This will give you a printout of all of your current ship-to IDs. Remember, each ship-to code can have up to three 'delivery' points based on the PO type. Ex. 322PO, 322WH and/or 322FS.
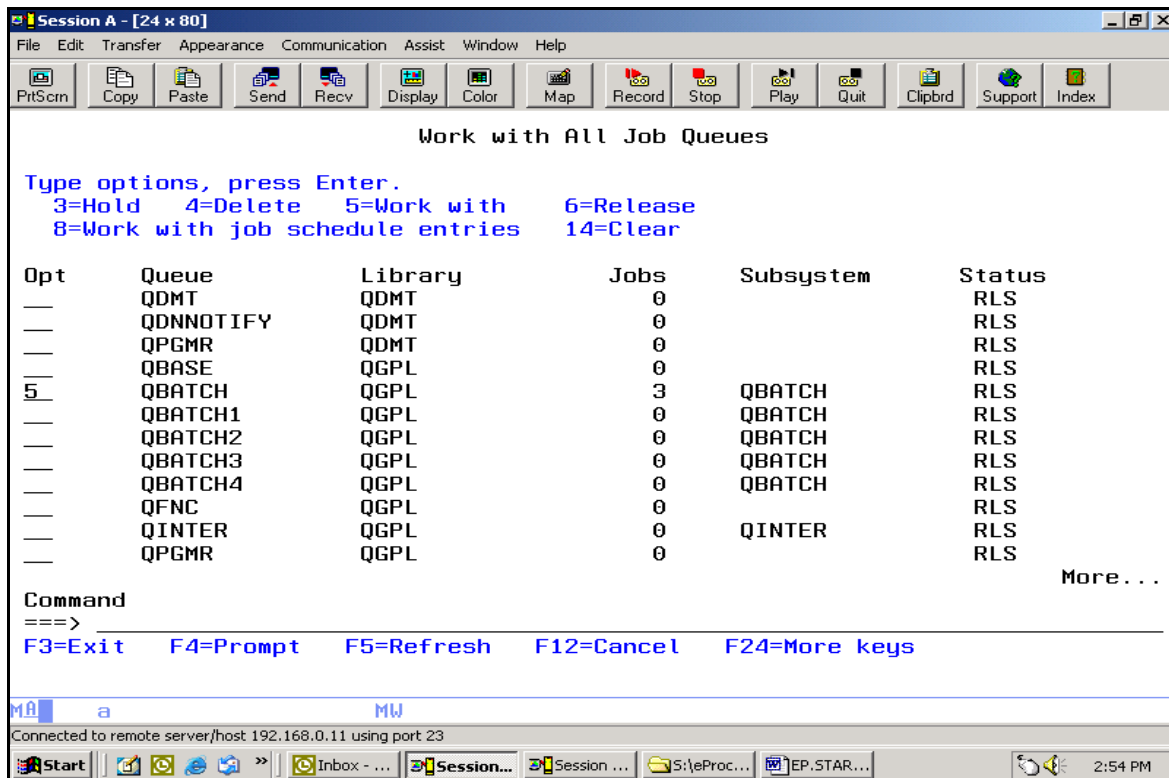
To help you set up User profiles in E-Procurement:
> From the SunPac Purchasing Menu select option #32 Username X-Reference. Enter "N" at the '*List Only Users With Blank...*' prompt, press enter. Then press the F8 key. This will give you a printout of all of your current SunPac users.

Troubleshooting

Checking the Status of Jobs Running In the Batch Queue

If for some reason you are not receiving requisitions or vendor updates as expected, there has been a problem that caused a batch job to abort. From the AS/400 command line enter **WRKJOBQ** and press <u>enter.</u> The following screen will appear:

Place a "5" by the appropriate queue and press enter. This will normally by QBATCH. The following screen will appear:

```
Session B - [24 x 80]                                                    _ |8| X|
File  Edit  Transfer  Appearance  Communication  Assist  Window  Help
PrtScrn  Copy  Paste  Send  Recv  Display  Color  Map  Record  Stop  Play  Quit  Clipbrd  Support  Index

                          Work with Job Queue

  Queue:    QBATCH          Library:    QGPL          Status:    RLS/SBS

  Type options, press Enter.
    2=Change    3=Hold    4=End    5=Work with    6=Release

  Opt      Job            User            Number      Priority      Status
   _       EPRIMP         MARK            144245         5           SCD
   _       EPPEXP         MARK            144109         5           SCD
   _       EPVIMP         MARK            144179         5           SCD




                                                                      Bottom
  Parameters for options 2, 3 or command
  ===> _____
  F5=Refresh    F9=Retrieve    F17=Top    F18=Bottom    F24=More keys


  MA     b                              ⇧
Connected to remote server/host 192.168.0.11 using port 23
Start  |  Inbox - Mi...  Session A ...  Session B...  EP.START...         11:37 AM
```

Job Names: EPVIMP = EP Menu #1 NCEP Vendor Import
           EPRIMP = EP Menu #8 NCEP Requisition Import
           EPPEXP = EP Menu #15 Post Payments To NCEP

Normally you should see each of the three jobs shown above. If you are missing a job, you will need to go to the SunPac EP Menu and resubmit it.

NOTE: If a job is missing, it could be because it is currently running. Wait a minute or two and then press the F5 to refresh the screen.

## Re-submitting Jobs for the Next Fiscal Year:

The Requisition Import and Payment Export options are fiscal year specific so they will need to be re-submitted to the batch queue for each new fiscal year. A good time to do this is right after you have run the GL Menu option #32 Create Next Fiscal Year. It is ok to have multiple versions of the same program running in the batch queue as long as they are running against different fiscal years.

Canceling Jobs for the Previous Fiscal Year:

Once you've closed the books on the prior fiscal year, you will need to cancel the Requisition Import and Payment Export options associated with that fiscal year.

Canceling a Batch Job

From the AS/400 command line enter **WRKJOBQ** and press enter. The following screen will appear:
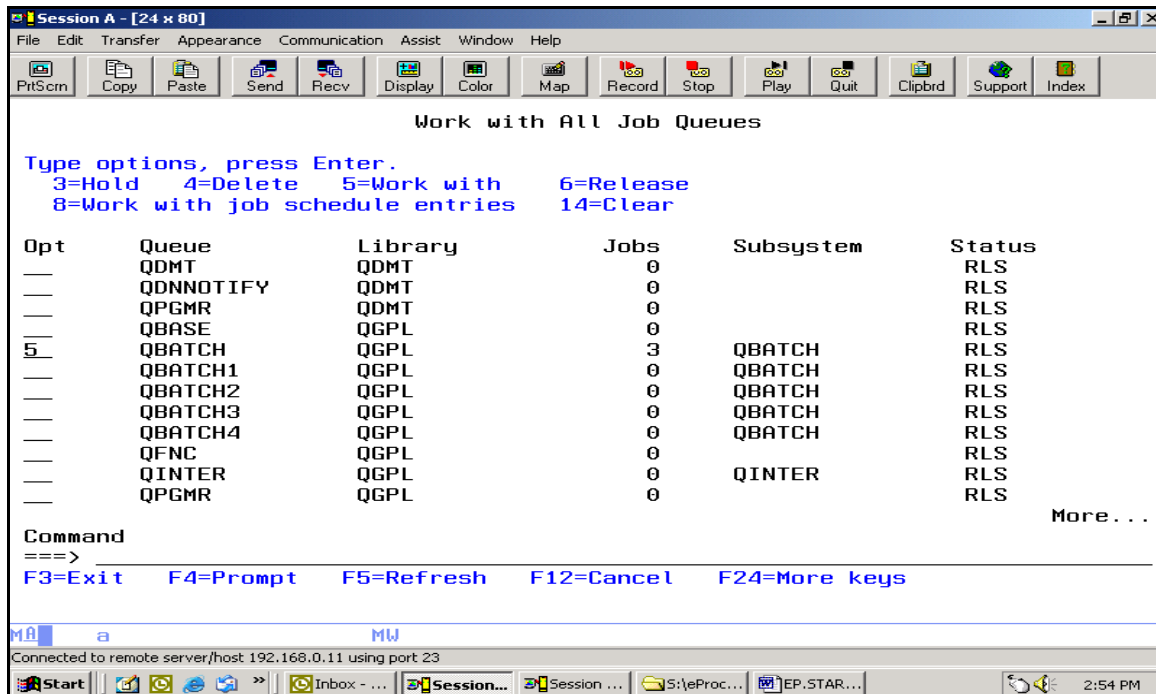
Place a "5" by the appropriate queue and press underline enter. This will normally by QBATCH. The following screen will appear:
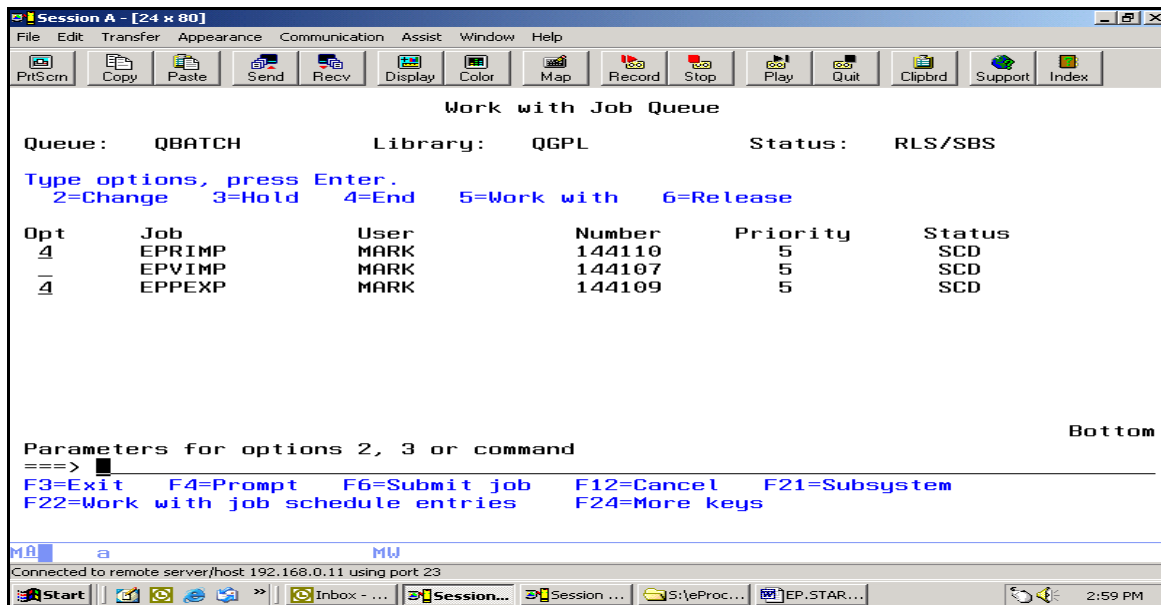
Job Names: EPVIMP = EP Menu   #1 NCEP Vendor Import
            EPRIMP = EP Menu   #8 NCEP Requisition Import
            EPPEXP = EP Menu #15 Post Payments To NCEP

Place a "4" by the appropriate jobs and press enter.

If you have multiple versions of the same job running (one for each fiscal year) you should end the first occurrence listed.
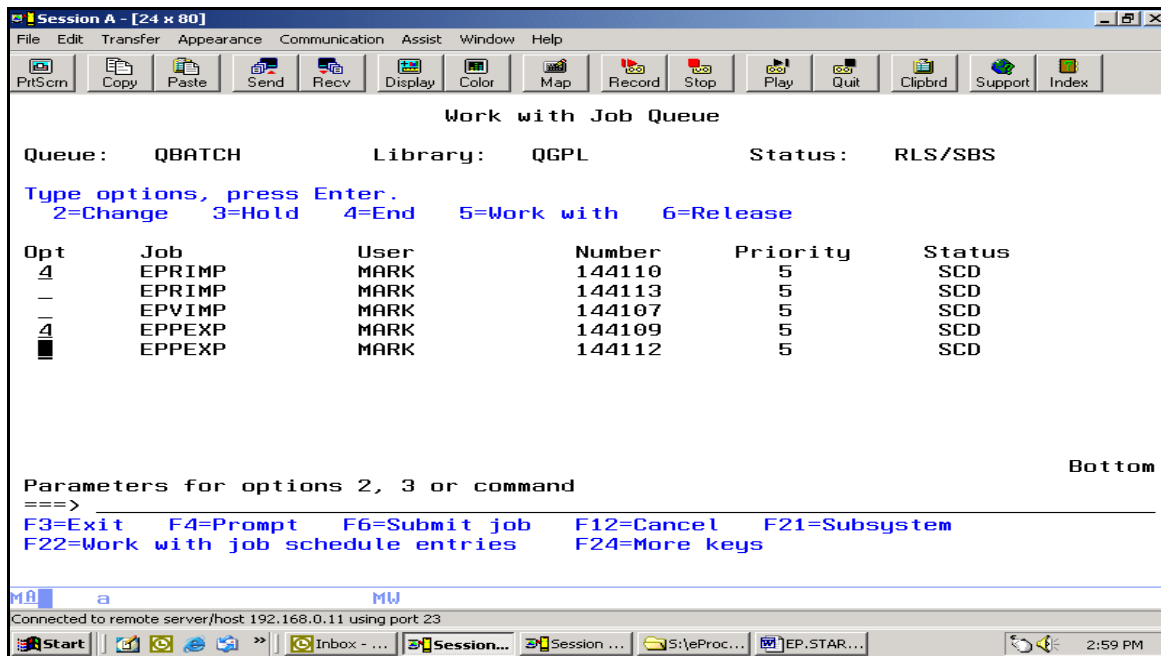
How SunPac and E-Procurement Exchange Data

The E-Procurement and SunPac systems exchange vendor, requisition, and purchase order and invoice payment information by passing gXML messages over the Internet. Each LEA will designate a PC to receive these messages. This PC will then automatically pass these messages to specific folders on the AS/400.

AS/400 Folder Structure:

```
/Messages
        /Vendor
                /Inbox
                /Archive
                /Error
        /Requisition
                /Inbox
                /Archive
                /Error
        /Order (POs)
                /Outbox
                /Archive
                /Error
        /Invoice (Payment)
                /Outbox
                /Archive
                /Error
```

Managing the Inboxes and Outboxes

- E-Procurement will place gXML messages in the *inbox* and pick up gXML messages from the *outbox*.
- SunPac will place gXML messages in the *outbox* and pick up gXML messages from the *inbox*.
- Each time SunPac processes a gXML message, a copy of the message is created and placed in the corresponding *archive* folder. This gives the LEA and Sartox an audit mechanism to track every gXML message that moves in or out of SunPac.

EP Menu Option #1 Import NCEP Vendors

Each time SunPac's *Import NCEP Vendors* option is executed (normally every night as a batch job), any messages E-Procurement has placed in the messages/vendor/inbox folder will be translated and added to the vendor *Master File* or the vendor *Staging File*. Each message is then copied to the messages/vendor/archive folder and deleted from the messages/vendor/input folder. If an error is encountered (very rare), the message will be copied to the messages/vendor/error folder instead of the messages/vendor/archive folder.

EP Menu Option #8 Import NCEP Requisitions

Each time SunPac's *Import NCEP Requisitions* option is executed (normally every 10 minutes as a batch job), any messages E-Procurement has placed in the messages/requisition/inbox folder will be translated and added to the SunPac *Requisition Workfile*. Each message is then copied to the messages/requisition/archive folder and deleted from the messages/requisition/input folder. If an error is encountered (very rare), the message will be copied to the messages/requisition/error folder instead of the messages/requisition/archive folder. Lastly each entry in the *Requisition Workfile* will go through several validity checks. Requisitions containing no exceptions will then become SunPac POs and get deleted from the *Requisition Workfile.*

PO Menu Option #5 Print POs
## WH Menu Option #50 Print POs
EP Menu Option #14 Print POs

Each time SunPac's *Print POs* option is executed, gXML messages are created for each PO that was issued to a *registered* vendor. These messages are placed in the messages/order/outbox folder AND in the messages/order/archive folder. Every few minutes, E-Procurement will access your AS/400 to check for entries in the messages/order/outbox folder. Each gXML message will be copied to their machine and deleted from the messages/order/outbox folder. If a gXML formatting error is encountered (very rare), the message will instead be copied to the messages/order/error folder and not processed by E-Procurement.

EP Menu Option #15 Post Payments to NCEP

Each time SunPac's *Post Pmts to NCEP* option is executed (normally every Sunday as a batch job), gXML messages are created for each paid invoice that was issued to a *registered* vendor and reference a PO#. These messages are placed in the messages/invoice/outbox folder AND in the messages/invoice/archive folder. Every few minutes, E-Procurement will access your AS/400 to check for entries in the messages/invoice/outbox folder. Each gXML message will be copied to their machine and deleted from the messages/invoice/outbox folder on your machine. . If a gXML formatting error is encountered (very rare), the message will instead be copied to the messages/invoice/error folder and not processed by E-Procurement.

How to View the Contents of a *Messages* Folder - Via the AS400

Enter **WRKLNK** at the AS/400 command line. The following screen will appear:
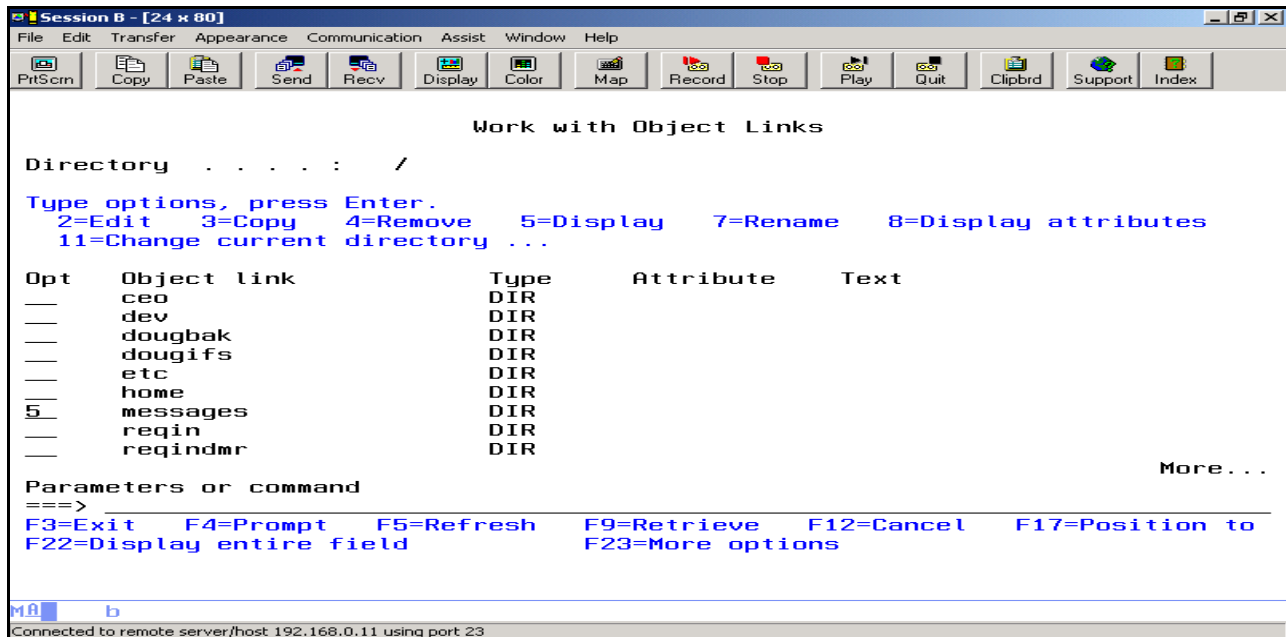
Enter a 5 next to the 'messages' link. The following screen will appear.
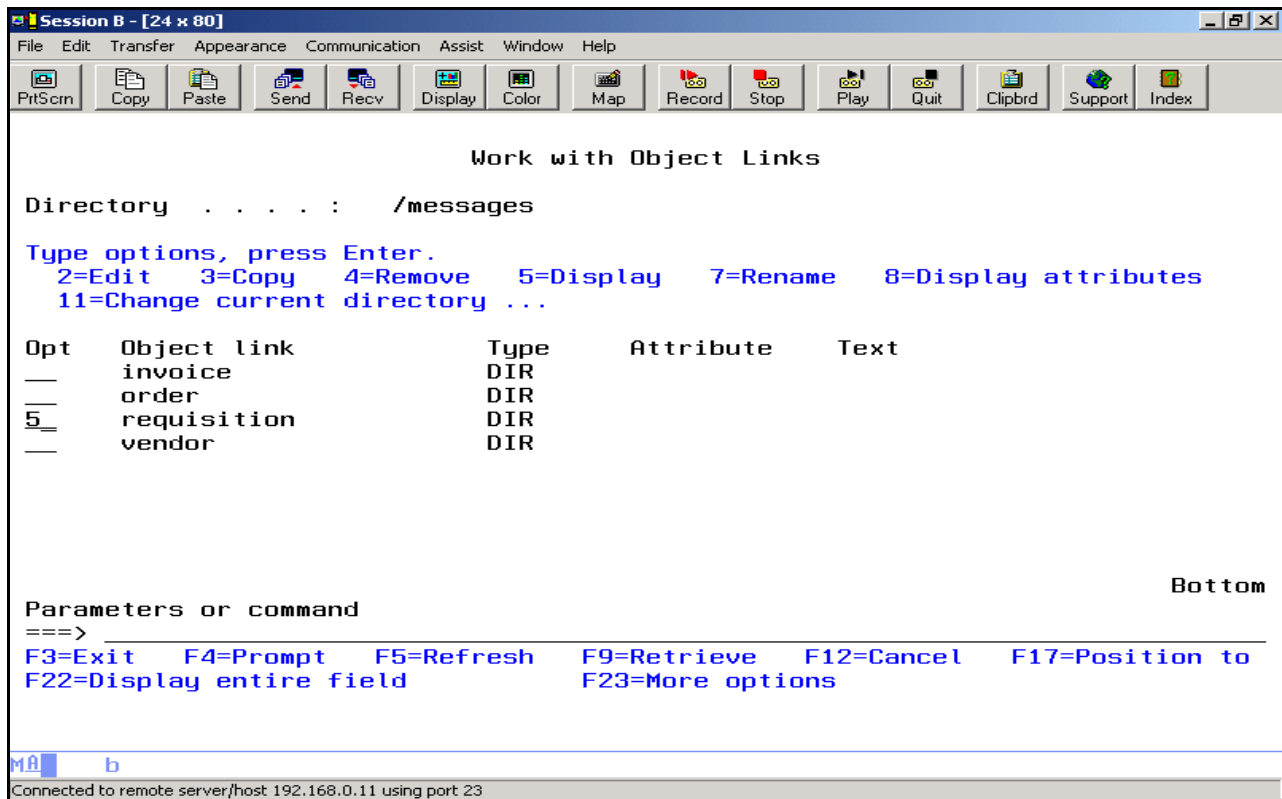
To view requisitions, enter a 5 beside the 'requisition' link. The following screen will appear:
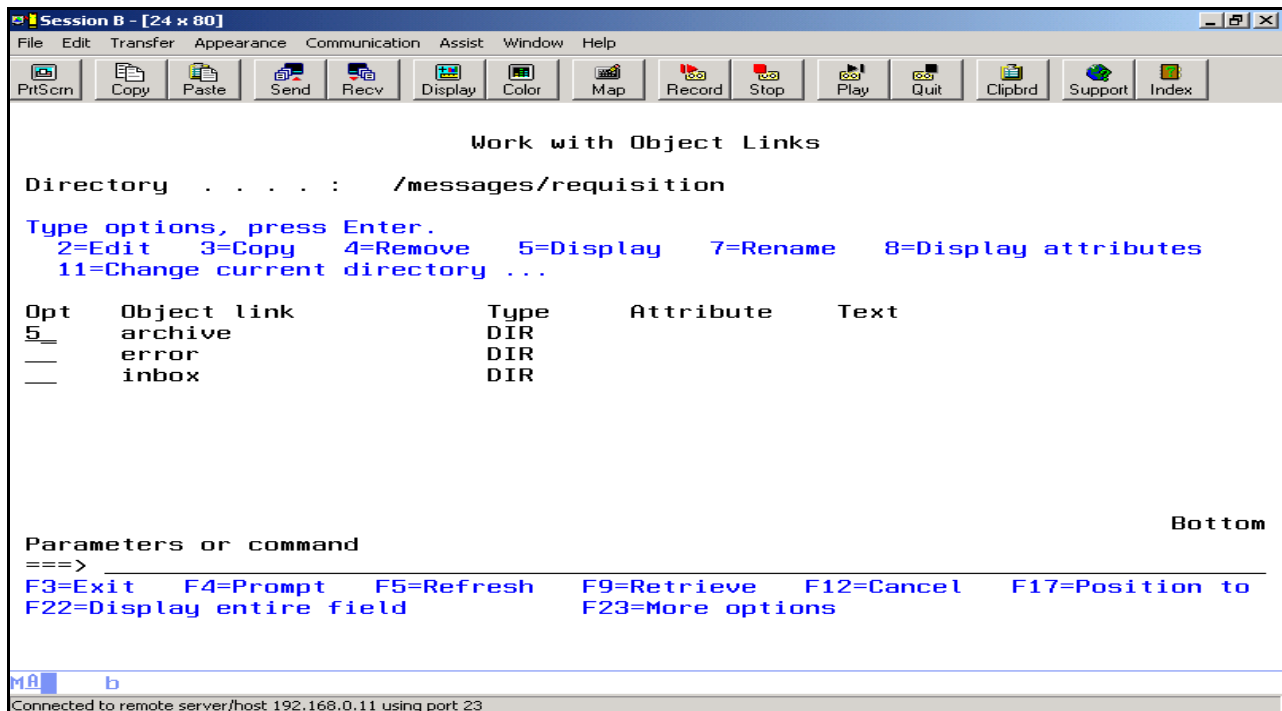
To view archived requisition messages, place a 5 by the 'archive' link and press enter. The following screen will appear.
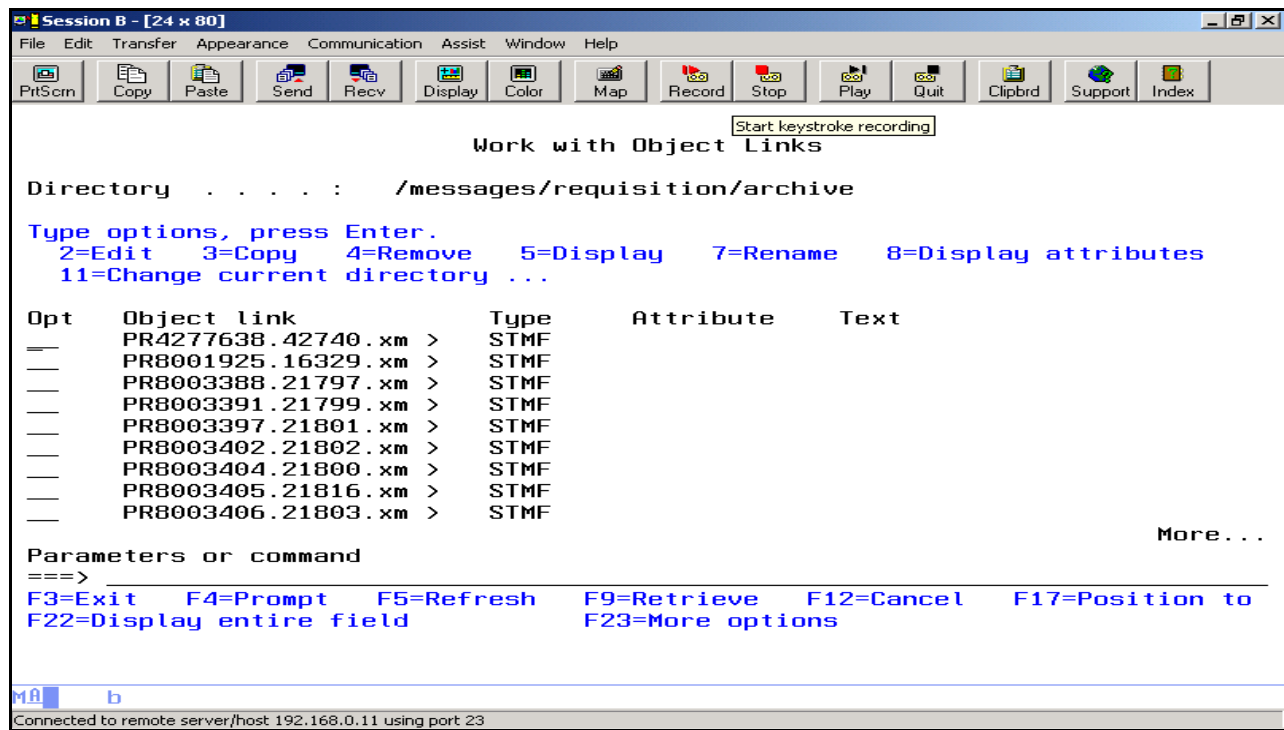
Listed above are all of the E-Procurement requisitions that have been processed by SunPac.

Mapping a Drive to the *Messages* Folder

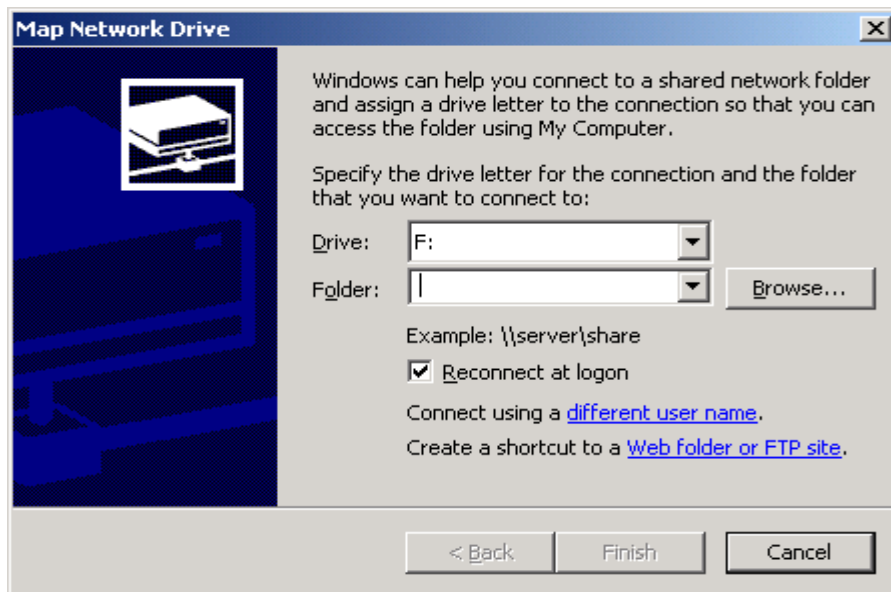The following steps describe how to map a drive to your *messages* folder. The following screen shots are based on the Windows 2000 OS.

Right click on your Windows *Start* button
Left click on *Explore.*
Left click on *Tools* (top of the screen)
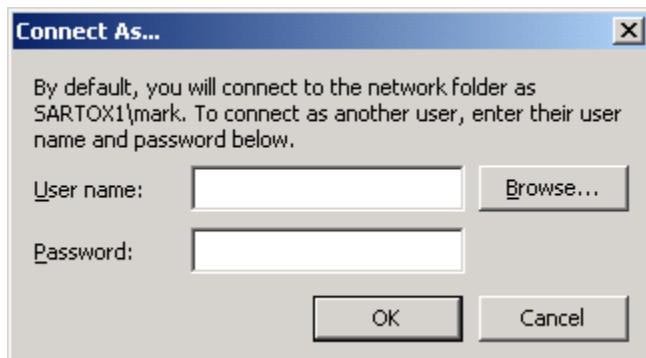Left click on *Map Network Drive*

The following window will appear:

Make note of the *Drive Name* that defaults in. For the folder name, enter "//" then your AS/400 IP address then "\messages"
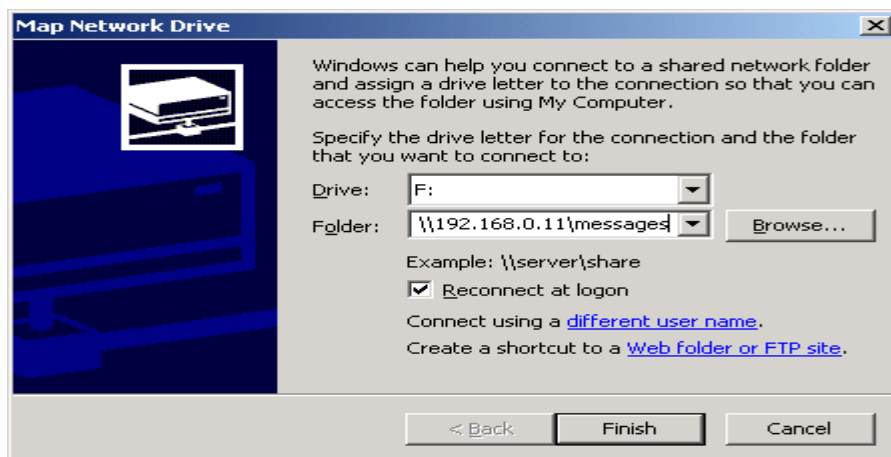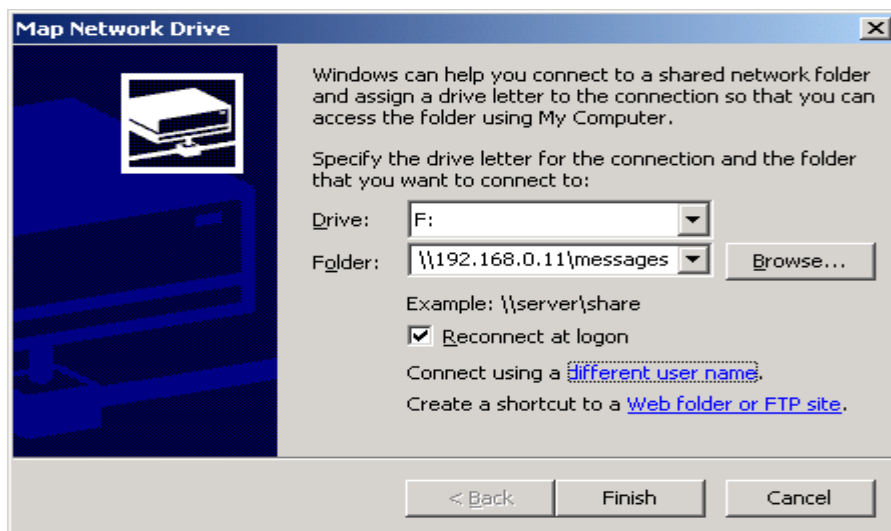
Right click on *Connect using a different user name*. The following window will appear:

Enter a valid **AS/400** username/password and click on the *OK* box. **NOTE:** In order for your PC to recreate the mapped drive each time you restart you computer, your AS/400 password and your network password must be identical – the usernames do not.
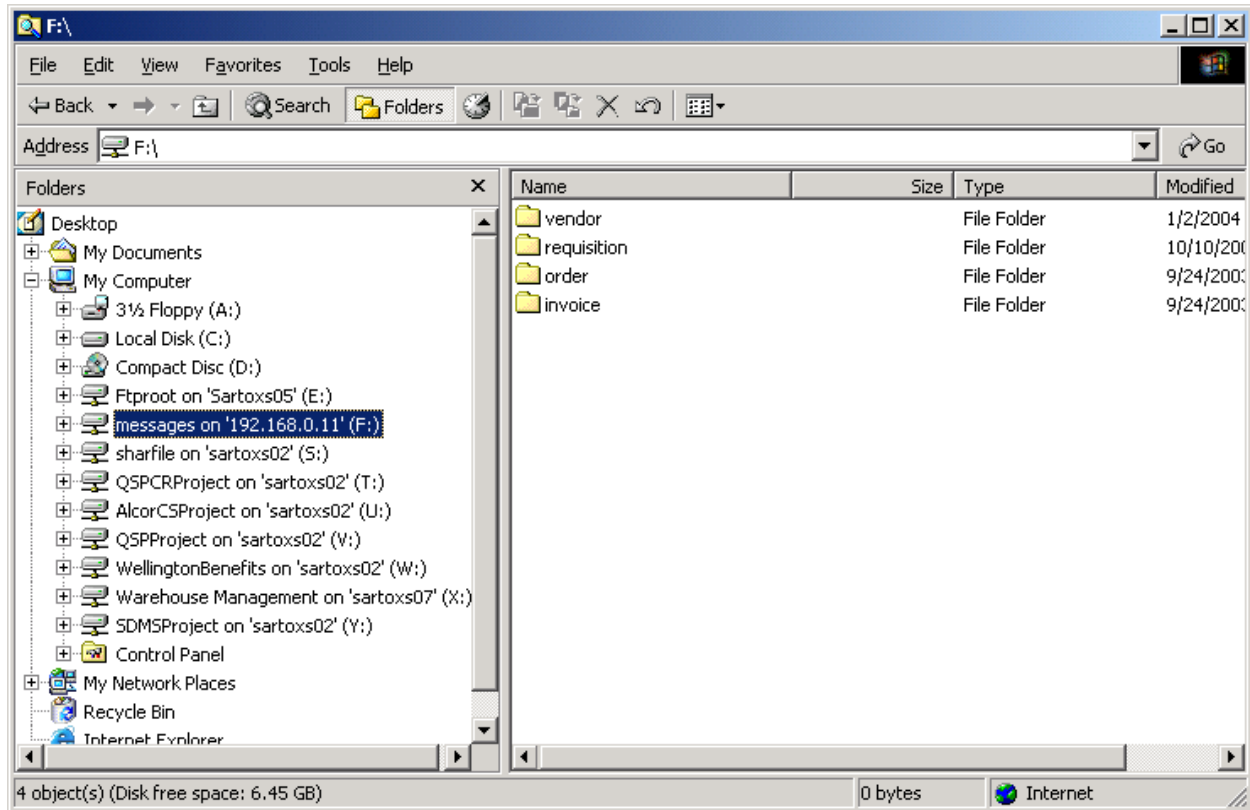
Now click on *Finish*

You've now mapped a drive! You should now be able to access the *Messages* folder just like you would any other disk, floppy or CD drive.
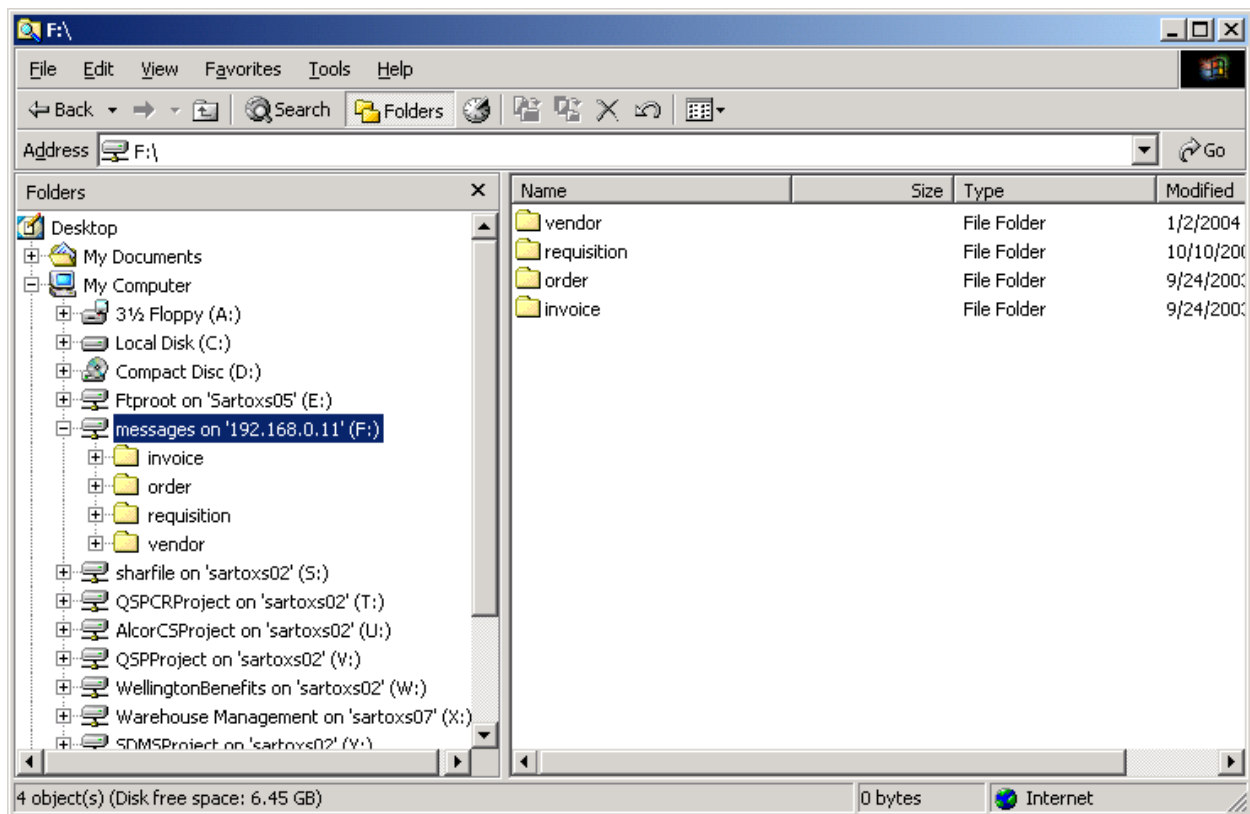
How to View the Contents of a Message Folder - Via the Windows Explorer

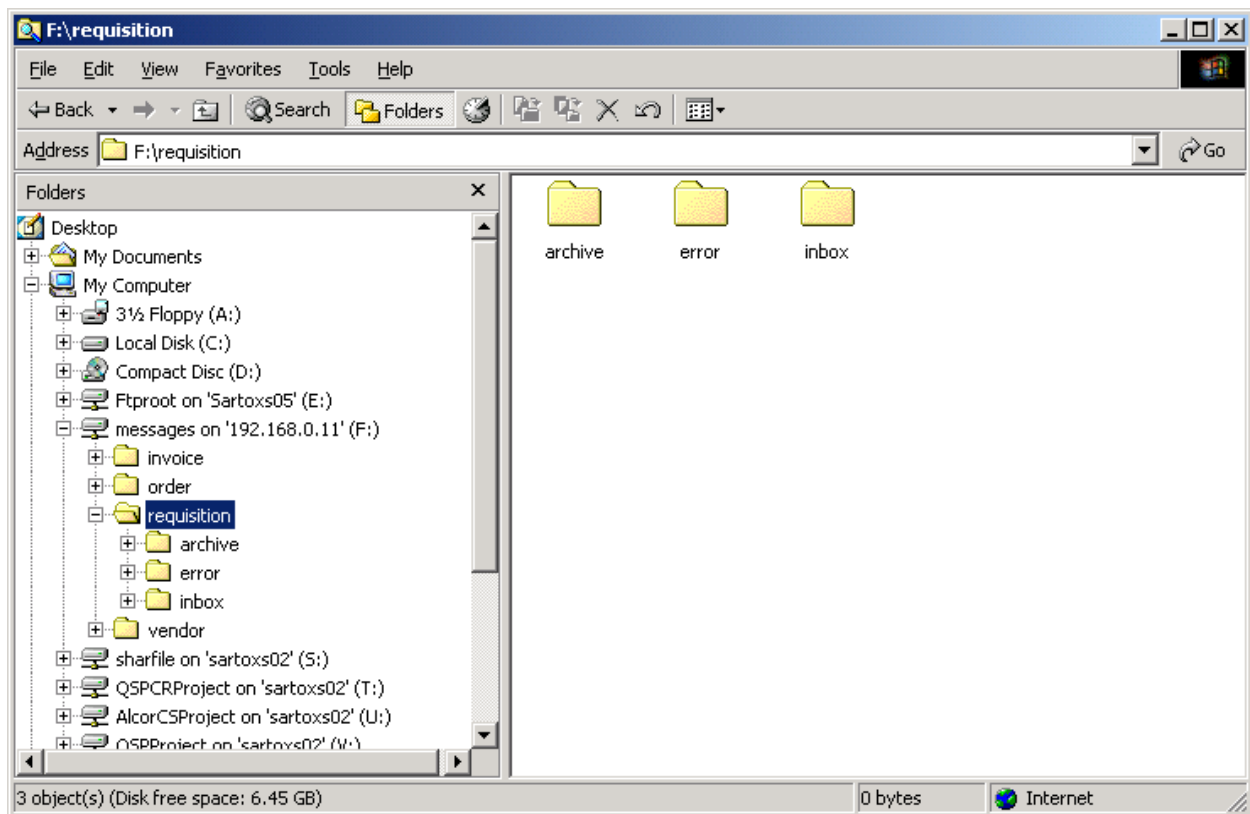Right click on your Windows *Start* button
Left click on *Explore.*

A window similar to the one below will appear.

Find the drive that shows *messages on…* and double click on it. The following window should appear:

If you want to look at requisitions, double-click on *requisitions*. The following window will appear:

If you want to look at requisitions that have been processed by SunPac, just double-click on *archive*. A window will open displaying all of the archived requisitions
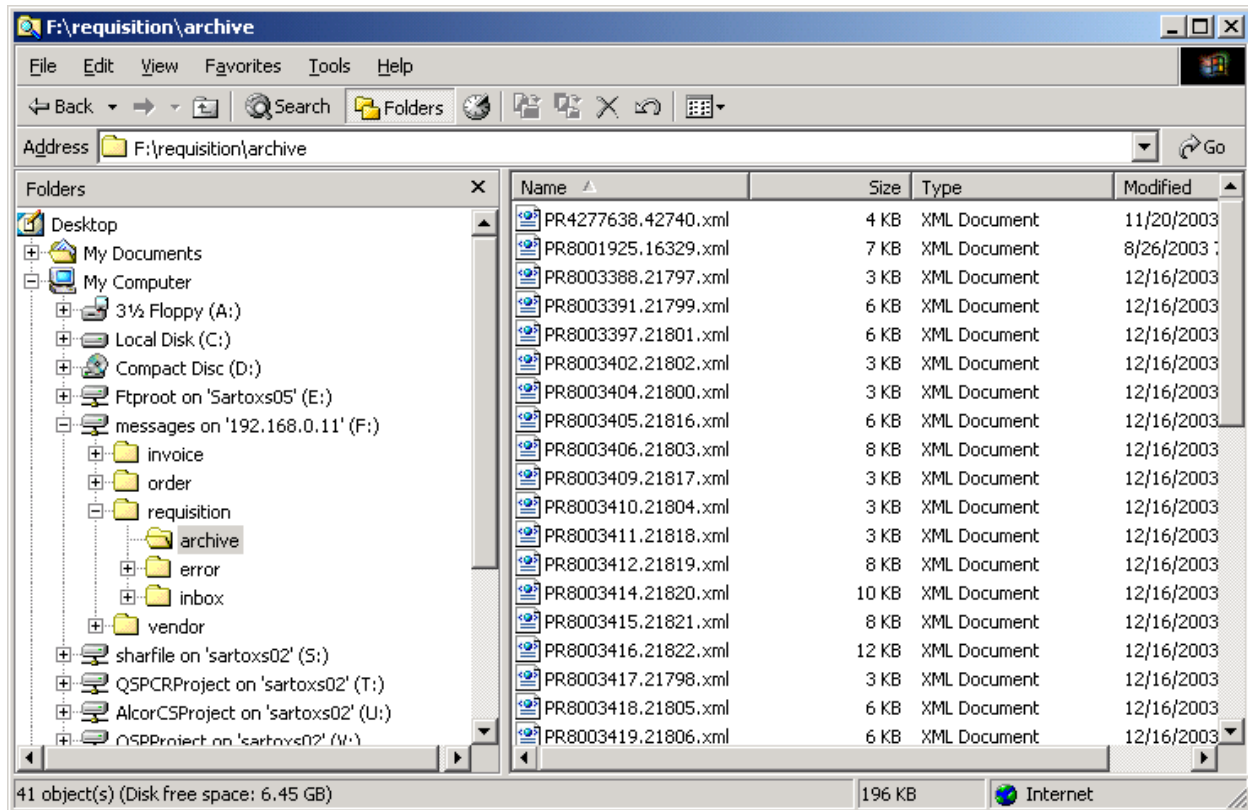
You can now double-click on any of the file names listed to display their contents. You could also right-click on a file to copy it and attach it to an email if you like.

Tracking Down Missing Requisitions.

In instances where a requisition created in E-Procurement can't be found in SunPac, you should follow the steps listed below.

1. Check the requisition's status in E-Procurement – Has the requisition been fully approved?
2. Have you waited at least ten minutes? – The *SunPac Requisition Import* runs every 10 minutes.
3. Is the requisition still in the SunPac Requisition Workfile? Use the F6 to start the SunPac Requisition Inquiry/Update option. Use path #4 Username. Do you see the requisition you're looking for? If so, correct any errors then wait a few minutes for the next import process to run.
4. Is the requisition in the workfile associated with a different username? Use the F6 to start the SunPac Requisition Inquiry/Update option. Select path #1 Requisition ID. Set the *Initial Value* to "PR" and press <u>enter</u>. Do you see the requisition you're looking for? If so,

is it under the correct username? If no, have the SunPac EP Manger correct your username cross-reference. Wait a few minutes for the next import process to run.

The following steps should be performed by your AS/400 System Manager

5. Check to see if you have received the original gXML message. First, follow the steps listed earlier under the heading "How to View the Contents of a Message Folder – Via the AS400" or "How to View the Contents of a Message Folder – Via the Windows Explorer" to get to the *messages* folder.
    a. Look in /messages/requisition/inbox. If the requisition is in this folder then it will be processed the next time the requisition import is run.
    b. Look in /messages/requisition/archive. If the requisition is in this folder then it has already been processed. If you can't find this requisition anywhere in SunPac, then it most likely got canceled while it was in the requisition workfile or it was canceled after it became a PO. Your only option at this point to go back to E-Procurement and create a duplicate of the original requisition and resubmit it.
    c. Look in /messages/requisition/error. If the requisition is in this folder then it is an incorrectly formatted gXML. You should contact the E-Procurement help desk for further assistance.
6. Check to see if the SunPac Requisition Import option running in the batch queue. From the AS/400 command line, enter **WRKJOBQ**. Press <u>enter</u>. Place a 5 by the queue named QBATCH. Press <u>enter</u>. Do you see a job named EPRIMP? If not, have your SunPac EP Manger resubmit the requisition import option to the batch queue. Wait a few minutes for the next import process to run.
7. Contact the EP Support Desk – You may be having communication problems that are preventing you from receiving messages for E-Procurement.